Users Guide

Ad-Ready Support

Environmental & Engineering
Project
Development
Service Center

CONTRACT PROVISIONS

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Introduction

These guidelines have been prepared for Washington State Department of Transportation designers that utilize the PC based Microsoft Word text processing system for creating Contract Provisions. The basic text processing software has been enhanced by several programs that increase its efficiency for preparing the Contract Provisions in the prescribed format, file management and transmittal.

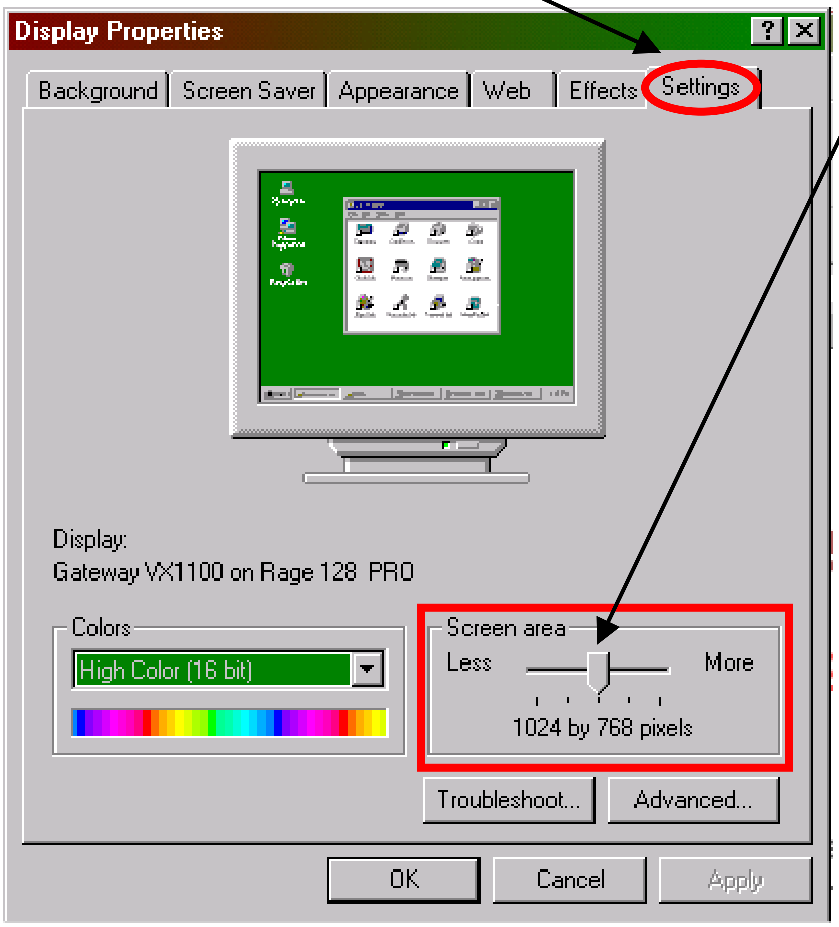
All external users such as Cities, Counties and Consultants, should contact the Project Development Office for a copy of the program and directions on Installation.

Questions or suggestions for modification should be addressed to the Project Development Office, (360) 705-7467.

Getting Started

Close all Word documents!!!

In order to use Template 2003 you need to check your desktop setting and have it in a smaller font. To do this you right click on the desktop, left click on Properties, choose **Settings**. In the Screen Area make sure the tab is in the middle then click on all the ok's and yes' to activate.



Display:
Gateway VX1100 on Rage 128 PRO

Colors: High Color (16 bit)

Screen area: 1024 by 768 pixels

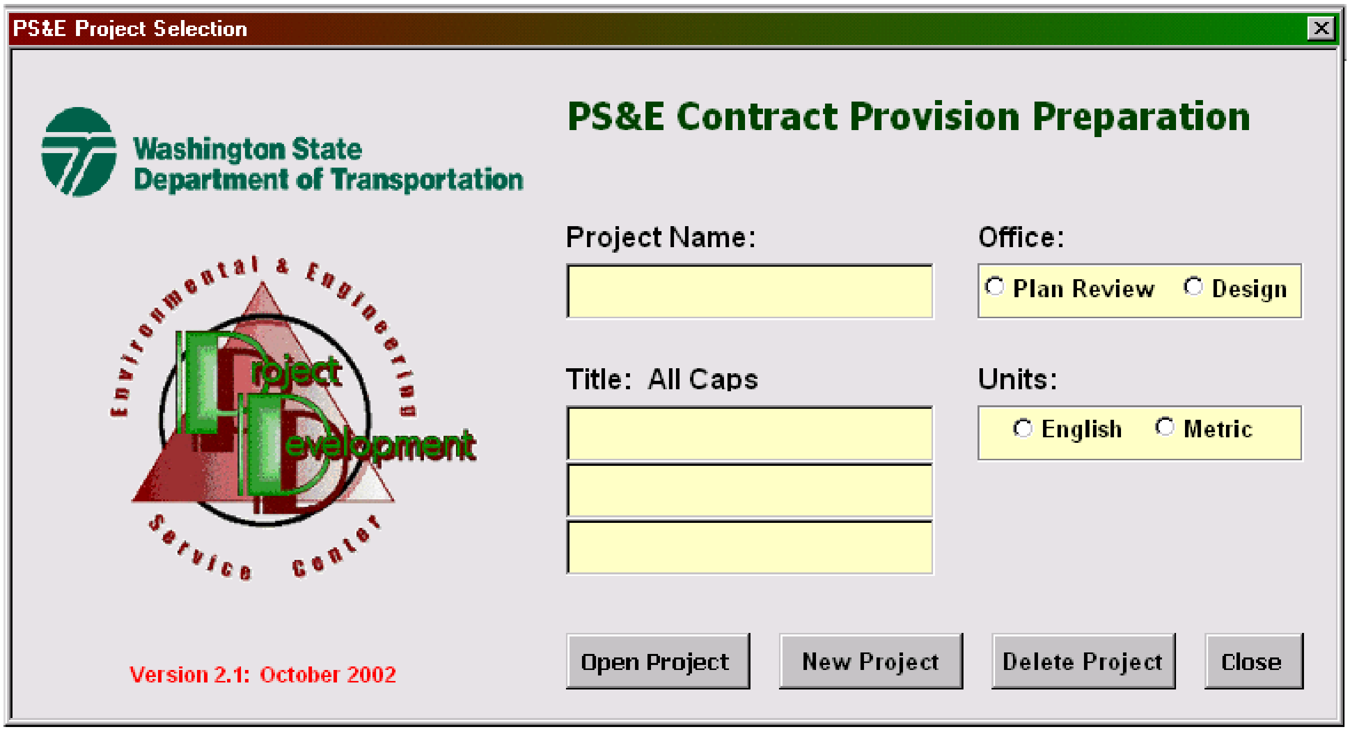
Display Properties
Background
Screen Saver
Appearance
Web
Effects
Settings
Less
More
Troubleshoot...
Advanced...
OK
Cancel
Apply

Activate PS&E Word

Double click the Specials Icon on you desktop. If you do not have a shortcut you can make one. Right click on start at the left bottom corner of your PC. Left click on Explore. Find w:\drive and double click on it. Double click on the DOTAPPS directory, double click on the PSE directory, then double click on New Template 2003. Find the .BAT file for your region, right click and hold sliding it onto your desktop. You will have a choice of three options. Choose **Create Shortcut Here**.

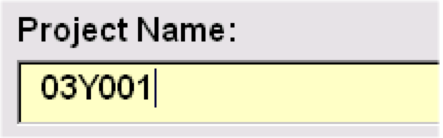
Entering PS&E Word

When you double click the **Specials Icon** it will launch a macro that opens Word with the following window:


PS&E Project Selection
PS&E Contract Provision Preparation
Washington State Department of Transportation
Environmental & Engineering Service Center
Project Development
Project Name:
Office:
○ Plan Review ○ Design
Title: All Caps
Units:
○ English ○ Metric
Version 2.1: October 2002
Open Project
New Project
Delete Project
Close

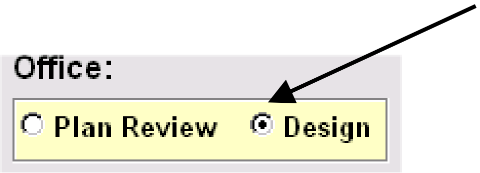
While in this window, you will need to provide some basic information.

Assign your Project a number or Name. A suggestion might be the Work Order number (i.e. 0L3740) or have a plan reviewer assign a number to your project (i.e., 03Y001). This will create a subdirectory by the number or name on your working drive (i.e., 0:\ drive or C:\ drive), under the directory PSE. If you do not have a directory named PSE on your working drive, one will be created automatically.



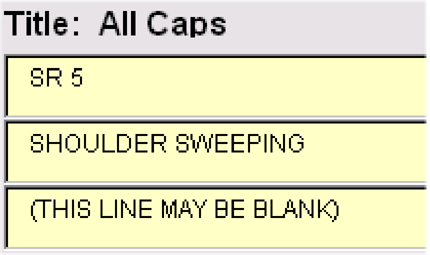
Project Name: 03Y001

Check the **Design** button in the Office area. This will save all changes to the subdirectory folder on your working drive created above.



Office: ○ Plan Review ● Design

Give your project a title in the Title area. Make sure it is ALL CAPS. This creates the footer for your assembled Contract Provisions. You only have to fill this area in once per project.



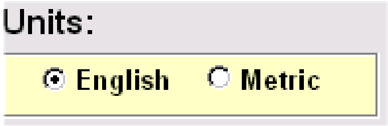
Title: All Caps

SR 5

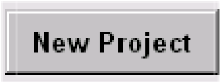
SHOULDER SWEEPING

(THIS LINE MAY BE BLANK)

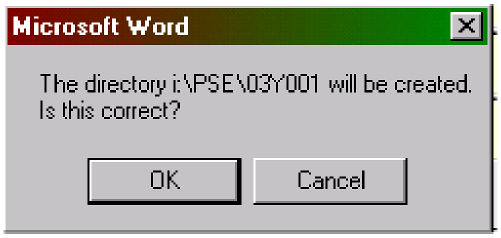
Check whether **English** or **Metric** units. This will direct you to the English or Metric (whichever is checked) GSP, RGSP and Index libraries.


Units:
● English ○ Metric

Click the **New Project** button.

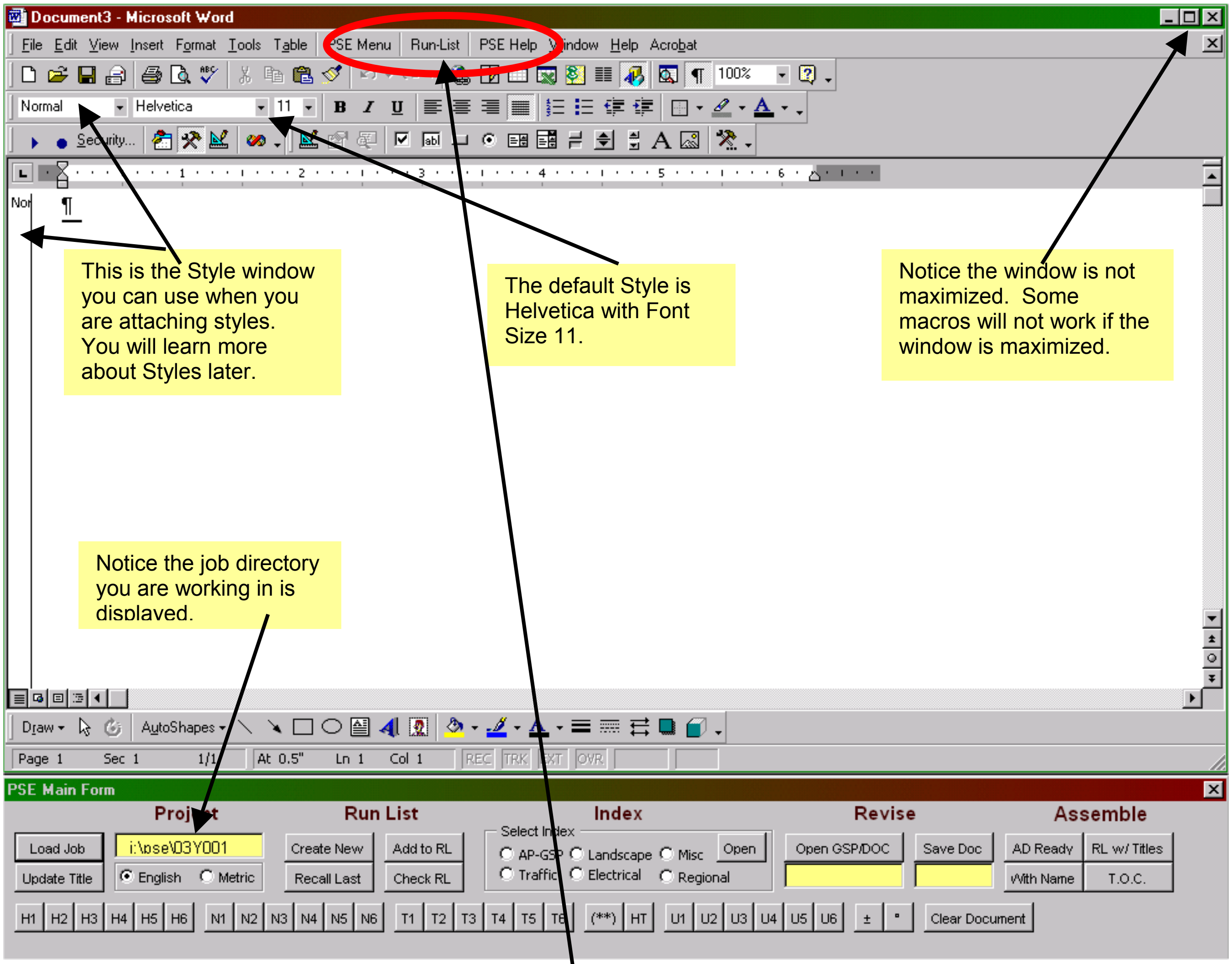


A dialog box will open that looks like this: Click **OK**


Microsoft Word

The directory i:\PSE\03Y001 will be created.
Is this correct?

After a few window refreshes, you should end up with a normal looking Word2000 document something like this:


Document3 - Microsoft Word
File Edit View Insert Format Tools Table PSE Menu Run-List PSE Help Window Help Acrobat
Normal
Helvetica
11
100%
Security...
Draw AutoShapes
Page 1 Sec 1 1/1 At 0.5" Ln 1 Col 1 REC TRK EXT OVR
PSE Main Form
Project
Run List
Index
Revise
Assemble
Load Job
Update Title
Create New
Add to RL
Recall Last
Check RL
Select Index
Open
Open GSP/DOC
Save Doc
AD Ready
RL w/ Titles
With Name
T.O.C.
H1 H2 H3 H4 H5 H6 N1 N2 N3 N4 N5 N6 T1 T2 T3 T4 T5 T6 (**) HT U1 U2 U3 U4 U5 U6 ± °
Clear Document

i:\pse\03Y001

● English ○ Metric

○ AP-GSP ○ Landscape ○ Misc ○ Traffic ○ Electrical ○ Regional

This is the Style window you can use when you are attaching styles. You will learn more about Styles later.

The default Style is Helvetica with Font Size 11.

Notice the window is not maximized. Some macros will not work if the window is maximized.

Notice the job directory you are working in is displayed.

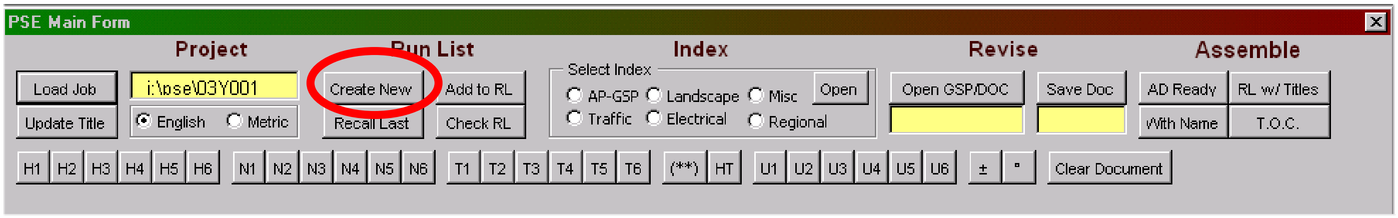
The first thing you will notice is the added features across the bottom of the window. Most of these features can also be accessed via pull down menus at the top of the window. The menu across the top has three additional pulldown menus; PSE Menu, Run-list, and PSE Help. The PSE and Run-list menu's contain the commands that correspond with the buttons located in the menu at the bottom of your window.

Creating a Run-list

To start a new project, you will want to begin by creating a run-list for your project.

The run-list is a list of names of all documents pertinent to the project. It is used to assemble or merge all the text into one complete set of Contract Provisions. A run-list HAS TO BE CREATED FOR EVERY JOB. The run-list is typed all in caps with the document names in the order you want them to appear in the assembled Contract Provisions.

Click the **Create New** button located under the Run List section of the menu.


PSE Main Form
Project
Run List
Index
Revise
Assemble
Load Job
Update Title
Create New
Recall Last
Add to RL
Check RL
Select Index
AP-GSP
Landscape
Misc
Traffic
Electrical
Regional
Open
Open GSP/DOC
Save Doc
AD Ready
With Name
RL w/ Titles
T.O.C.
H1 H2 H3 H4 H5 H6
N1 N2 N3 N4 N5 N6
T1 T2 T3 T4 T5 T6
(**) HT
U1 U2 U3 U4 U5 U6
± °
Clear Document

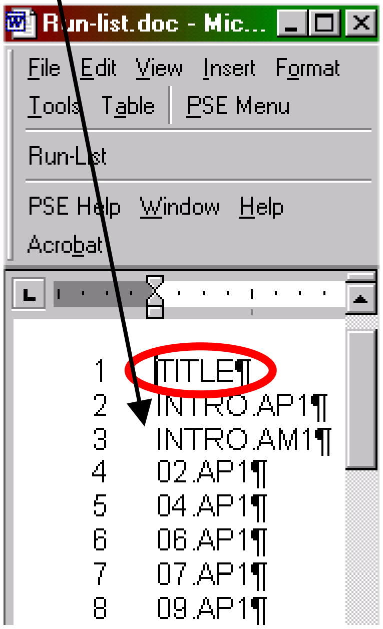
i:\pse\03Y001

● English ○ Metric

After a few window refreshes, you will end up with two documents side by side (See Page 8).

The smaller document on the right is the start of your run-list (run-list.doc). It will already have the names of all current Amendments on it, i.e., 01.AP1, 02.AP2, etc. It will also have the TITLE document name designated at the top (this has to be there so the footing will show up at the bottom of your assembled set of Contract Provisions). The run-list is automatically saved the first time in your job directory. Click on the paragraph mark at the end of the run-list so the GSPs will be added in the right place. From here you can add the other names of GSPs required for your project.

Delete one of the Intro's. Keep .AP1 if its an English job or .AM1 if its a Metric job.

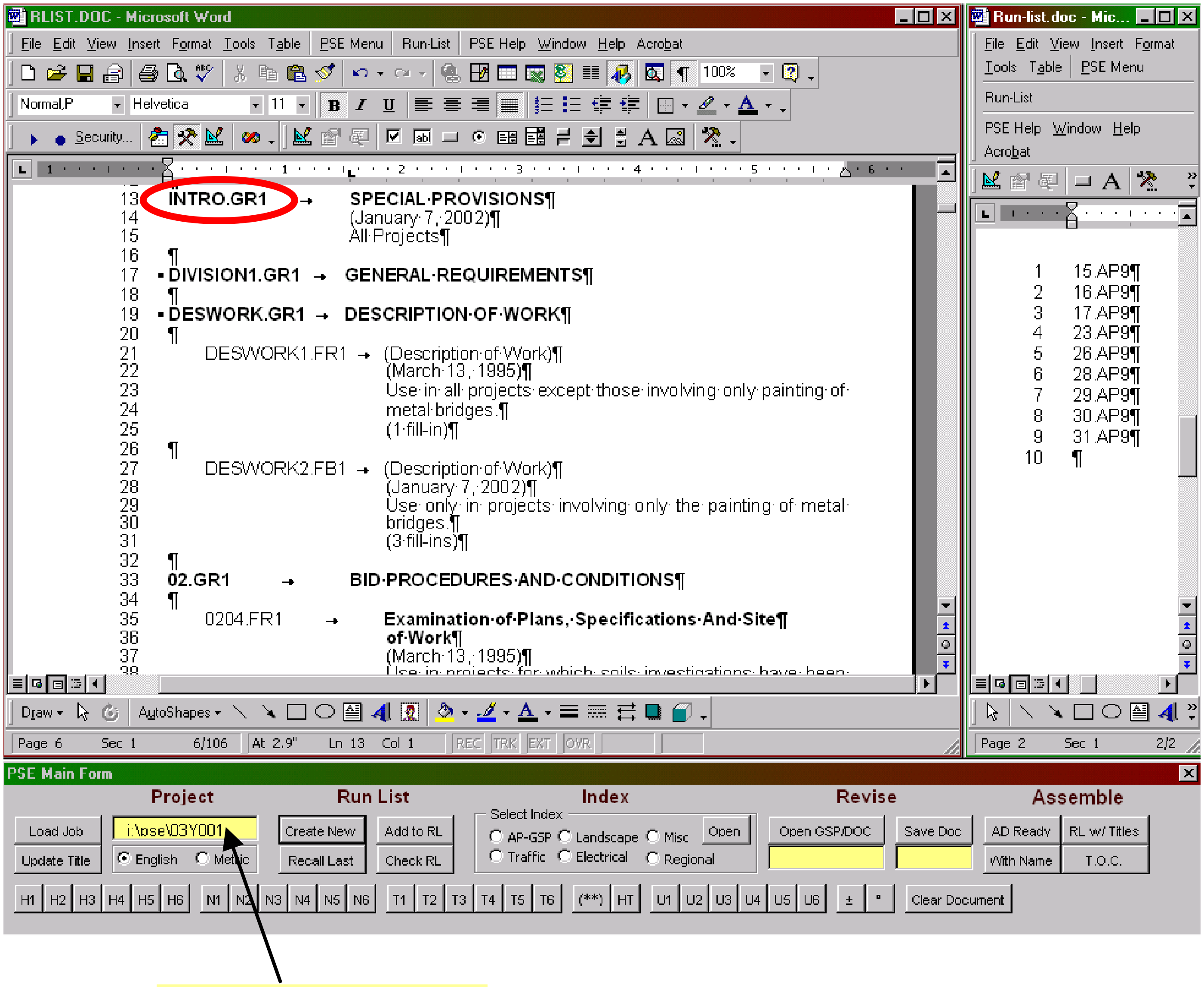

Run-list.doc - Mic...
File Edit View Insert Format
Tools Table PSE Menu
Run-List
PSE Help Window Help
Acrobat

1 TITLE¶
2 INTRO.AP1¶
3 INTRO.AM1¶
4 02.AP1¶
5 04.AP1¶
6 06.AP1¶
7 07.AP1¶
8 09.AP1¶

The larger document on the left is the State-wide GSP Index (Rlist.doc). Your mouse cursor should be positioned somewhere in the Rlist.doc on the left side of the window. At the beginning of INTRO.GR1 is a good starting place. If it is not, position it now.

State-wide GSPs

Run-list.doc


RLIST.DOC - Microsoft Word
File Edit View Insert Format Tools Table PSE Menu Run-List PSE Help Window Help Acrobat
Normal,P
Helvetica
11
100%
Security...
Page 6 Sec 1 6/106 At 2.9" Ln 13 Col 1 REC TRK EXT OVR
Run-list.doc - Mic...
File Edit View Insert Format Tools Table PSE Menu Run-List PSE Help Window Help Acrobat
Page 2 Sec 1 2/2
Draw AutoShapes
PSE Main Form
Project
Run List
Index
Revise
Assemble
Load Job
Update Title
Create New
Recall Last
Add to RL
Check RL
Select Index
○ AP-GSP
○ Landscape
○ Misc
○ Traffic
○ Electrical
○ Regional
Open
Open GSP/DOC
Save Doc
AD Ready
With Name
RL w/ Titles
T.O.C.
H1 H2 H3 H4 H5 H6 N1 N2 N3 N4 N5 N6 T1 T2 T3 T4 T5 T6 (**) HT U1 U2 U3 U4 U5 U6 ± °
Clear Document

INTRO.GR1 → **SPECIAL PROVISIONS**
(January 7, 2002)
All Projects

DIVISION1.GR1 → **GENERAL REQUIREMENTS**

DESWORK.GR1 → **DESCRIPTION OF WORK**

DESWORK1.FR1 → (Description of Work)
(March 13, 1995)
Use in all projects except those involving only painting of metal bridges.
(1 fill-in)

DESWORK2.FB1 → (Description of Work)
(January 7, 2002)
Use only in projects involving only the painting of metal bridges.
(3 fill-ins)

02.GR1 → **BID PROCEDURES AND CONDITIONS**

0204.FR1 → **Examination of Plans, Specifications And Site of Work**
(March 13, 1995)

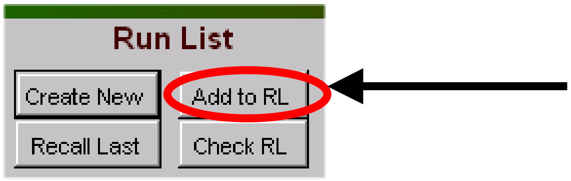
1 15.AP9
2 16.AP9
3 17.AP9
4 23.AP9
5 26.AP9
6 28.AP9
7 29.AP9
8 30.AP9
9 31.AP9
10

i:\pse\03Y001

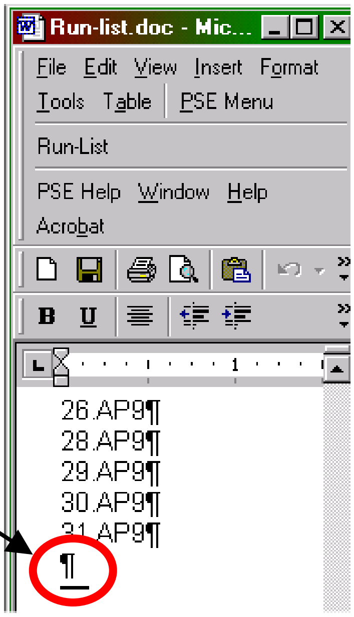
● English ○ Metric

Notice the job directory is displayed.

To add more GSPs to your Run-list, position your cursor anywhere in the document name you want from the GSP Index (Rlist.doc on your left). Click on **Add to RL** button located under the Run List section of the menu.

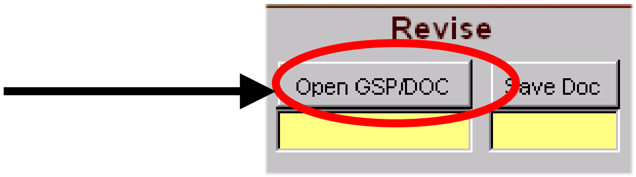

Run List
Create New
Add to RL
Recall Last
Check RL

This copies the document name over to your Run-list (on the right side of the window). It will be inserted at the last location of your cursor from that document, so caution should be used where exactly you want the GSP inserted. Sometimes editing will be required. If you are going to insert in order of the GSPs your cursor should be at the paragraph mark at the end of the document.

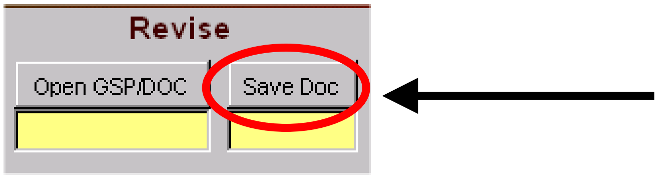

Run-list.doc - Mic...
File Edit View Insert Format
Tools Table PSE Menu
Run-List
PSE Help Window Help
Acrobat
B U

26.AP9¶
28.AP9¶
29.AP9¶
30.AP9¶
31.AP9¶
¶

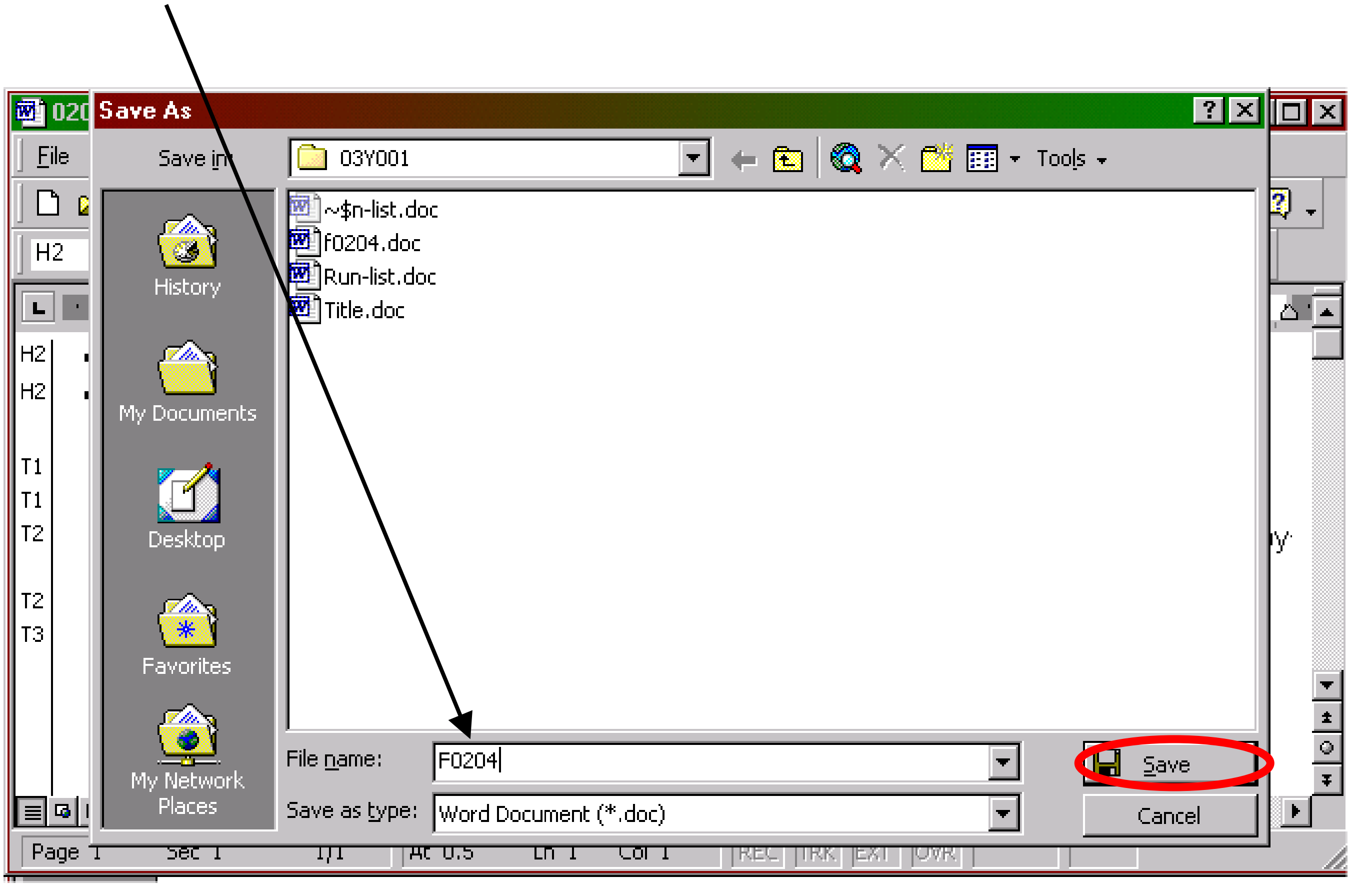
Continue adding GSPs to your run-list in this manner. If your are uncertain of a GSP and want to read its entire text, simply position your cursor within the name of the GSP and click on **Open GSP/Doc** button located under the Revise section of the menu.


Revise
Open GSP/DOC
Save Doc

This will open a separate window that contains the entire text of that GSP. From there you can decide if that GSP is right for your project. Also, if it is a fill-in GSP you can go ahead and fill it in at this time. Just make sure you save it under a new name into your job directory and the run-list reflects the new name, i.e. if your GSP name is 0204.FR1 you would name it F0204. You can do this by clicking on the **Save Doc** button located under the Revise section of the menu. ALT 3 will also save the document in the job directory.


Revise
Open GSP/DOC
Save Doc

Enter the new document name and click on save.


Save As
File
H2
History
My Documents
Desktop
Favorites
My Network Places
Tools
Save
Cancel
Page 1
Sec 1
1/1
At 0.5
Ln 1
Col 1
REC
TRK
EXT
OVR

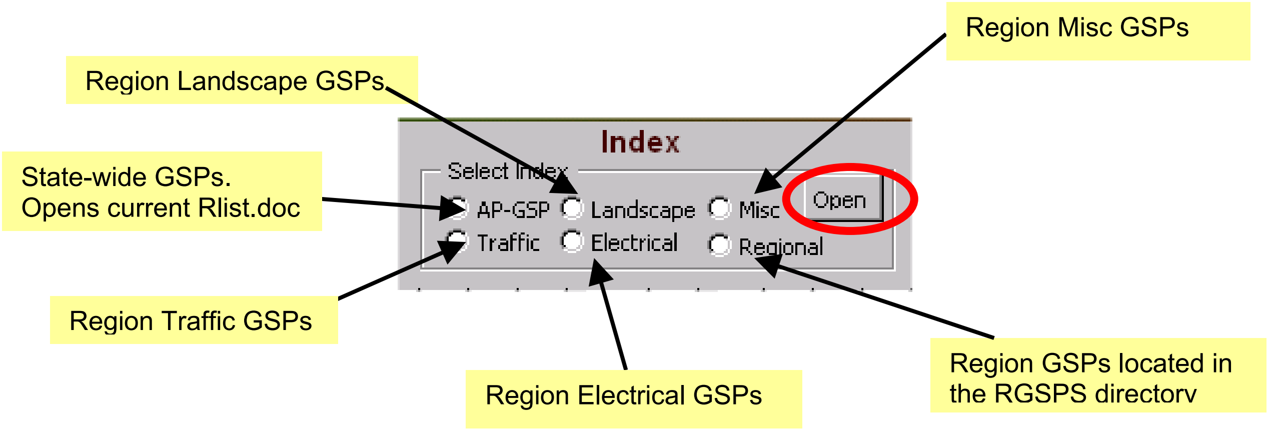
Save in: 03Y001

~$n-list.doc
f0204.doc
Run-list.doc
Title.doc

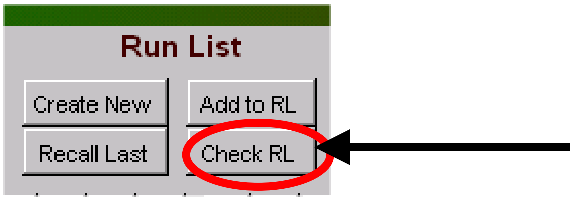
File name: F0204

Save as type: Word Document (*.doc)

When finished going through the State-wide GSP index, you can go through other indexes (if your Region has them) to see if any of the Region specs apply to your project. Click on the appropriate box located under the Index section of the menu then click on **open**. You can work back and forth between indexes.


Region Misc GSPs
Region Landscape GSPs
Index
Select Index
State-wide GSPs.
Opens current Rlist.doc
○ AP-GSP
○ Landscape
○ Misc
Open
○ Traffic
○ Electrical
○ Regional
Region Traffic GSPs
Region Electrical GSPs
Region GSPs located in
the RGSPS directorv

When you think you have your Run-list completed click on the **Check RL** button located under the Run List section of the menu. It will go through your Run-list, check for errors, point them out to you, or tell you its okay to assemble.

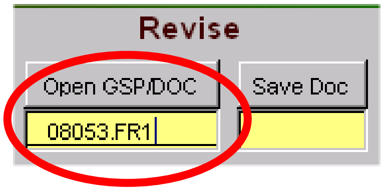

Run List
Create New
Add to RL
Recall Last
Check RL

Be sure to save the run-list before you close the document. Click somewhere within the run-list.doc and choose **File Save** or **ALT 8**.

Working With GSPs

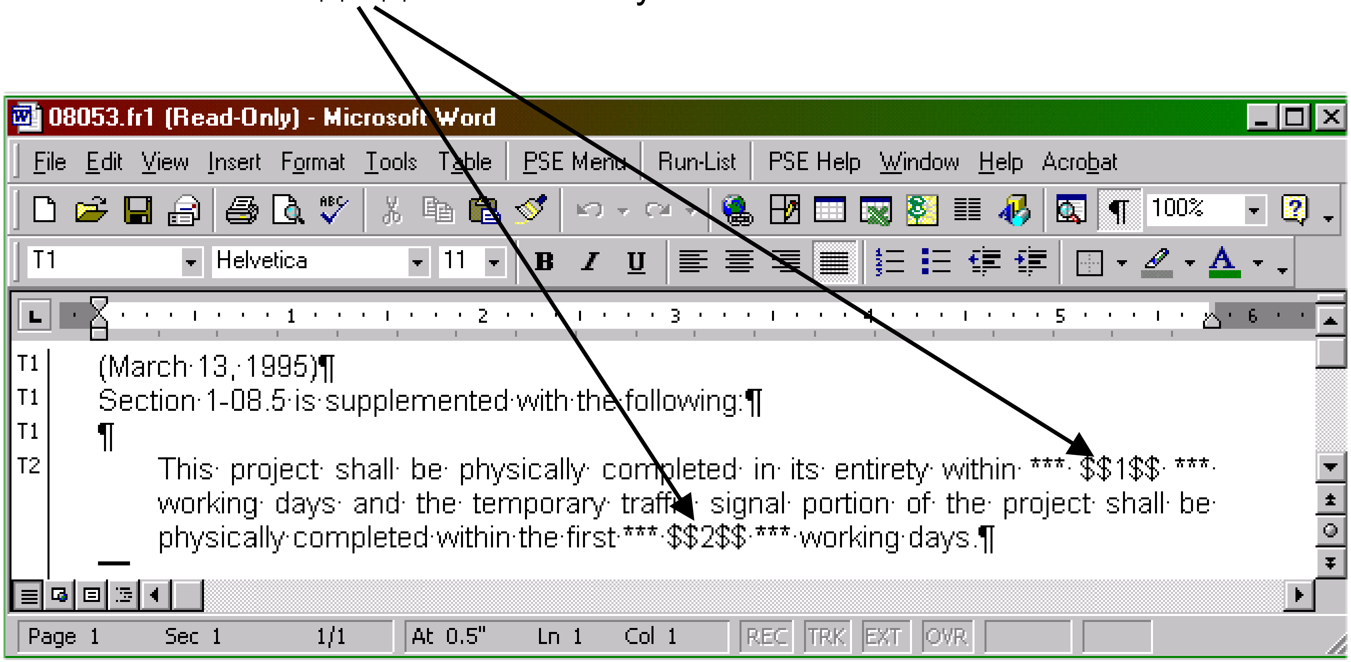
Fill-ins

There are some rules for fill-in GSPs. Open the GSP using the **Open GSP/DOC** option in the Revise section of the menu. Type the name in the yellow section and click on **Open GSP/DOC**.


Revise
Open GSP/DOC
Save Doc

08053.FR1

Remove the $$?$$ and fill-in only between the Astericks.


08053.fr1 (Read-Only) - Microsoft Word
File Edit View Insert Format Tools Table PSE Menu Run-List PSE Help Window Help Acrobat
100%
T1
Helvetica
11
B I U
Page 1 Sec 1 1/1 At 0.5" Ln 1 Col 1 REC TRK EXT OVR

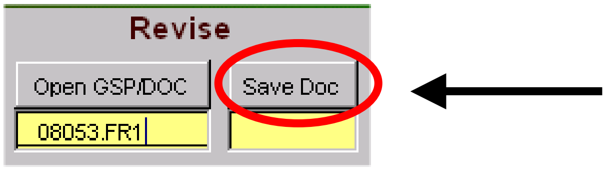
T1 (March 13, 1995)¶

T1 Section 1-08.5 is supplemented with the following:¶

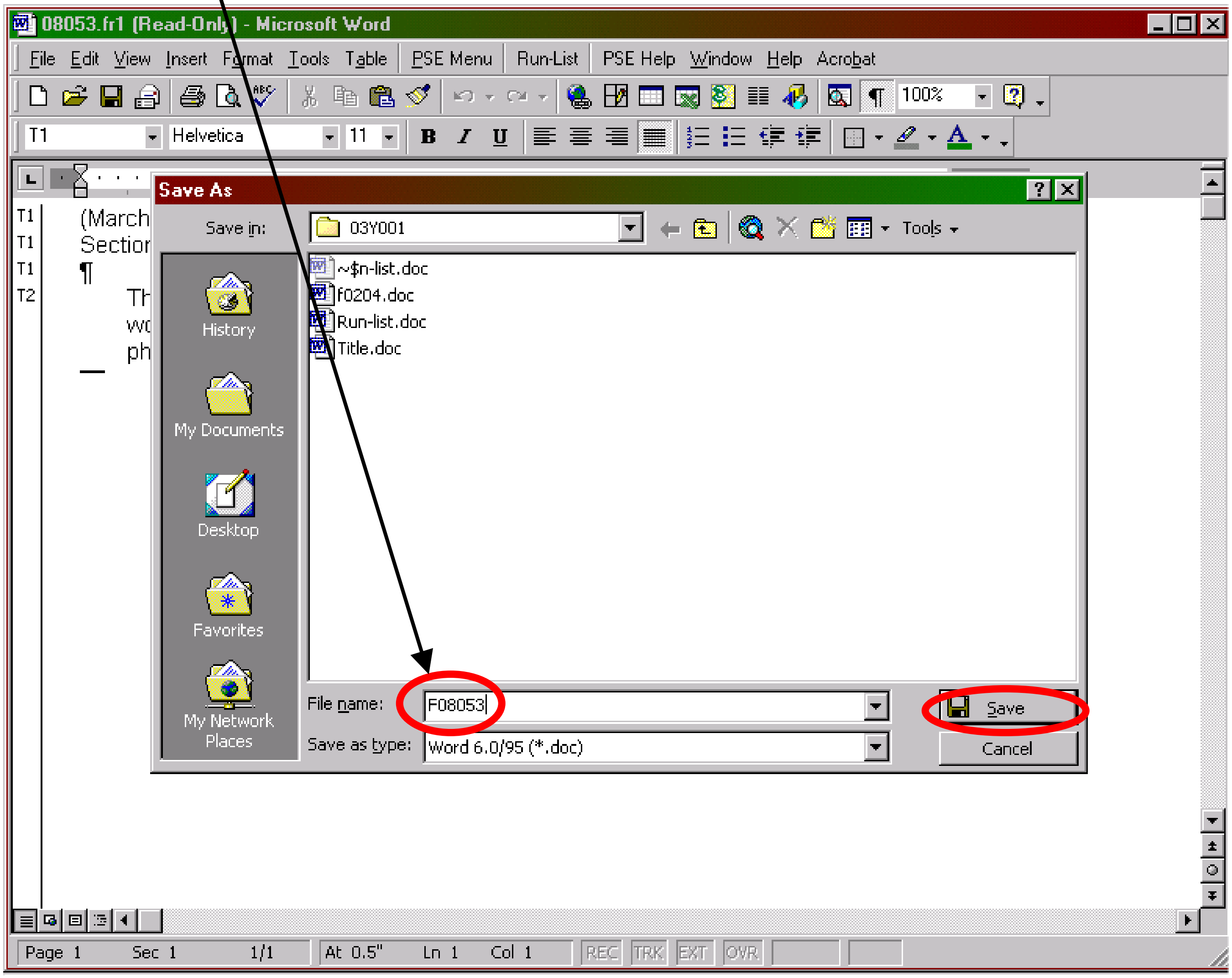
T1 ¶

T2 This project shall be physically completed in its entirety within *** $$1$$ *** working days and the temporary traffic signal portion of the project shall be physically completed within the first *** $$2$$ *** working days.¶

Save the filled-in GSP in the job directory under a new name using the GSP name as a guide. There are two ways you can save the filled-in GSP. Save it by clicking the **Save Doc** option in the Revise section of your menu or type the new name in the yellow box under the Save Doc button then click on **Save Doc** to save the document in your job directory.


Revise
Open GSP/DOC
Save Doc
08053.FR1

Name the filled-in GSP F08053 to correspond with the GSP name and click on **Save**.

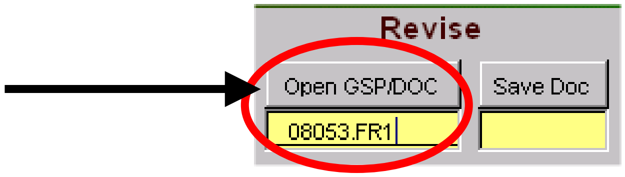

08053.fr1 (Read-Only) - Microsoft Word
File Edit View Insert Format Tools Table PSE Menu Run-List PSE Help Window Help Acrobat
T1
Helvetica
11
100%
Save As
Save in: 03Y001
Tools
History
My Documents
Desktop
Favorites
My Network Places
~$n-list.doc
f0204.doc
Run-list.doc
Title.doc
Save
Cancel
Page 1 Sec 1 1/1 At 0.5" Ln 1 Col 1 REC TRK EXT OVR

File name: F08053

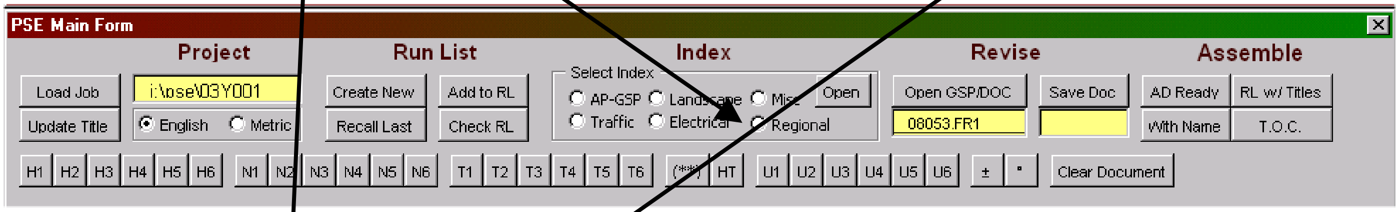
Save as type: Word 6.0/95 (*.doc)

Revising GSPs

Revising a GSP is not recommend but if you have to do it there are also some rules. When you change a GSP outside the astericks it is no longer considered a GSP. It should not even look like a GSP. Open the GSP using the **Open GSP/DOC** option in the Revise section of the menu. Type the name in the yellow section and click on **Open GSP/DOC**.


Revise
Open GSP/DOC
Save Doc
08053.FR1

Remove the date plus paragraph mark and insert astericks in its place using the **astericks** button in the Style section of the menu.Your curser should be in front of the first word in the first row when you insert the astericks. Make sure you DO NOT leave an extra carriage return at the top of the document.

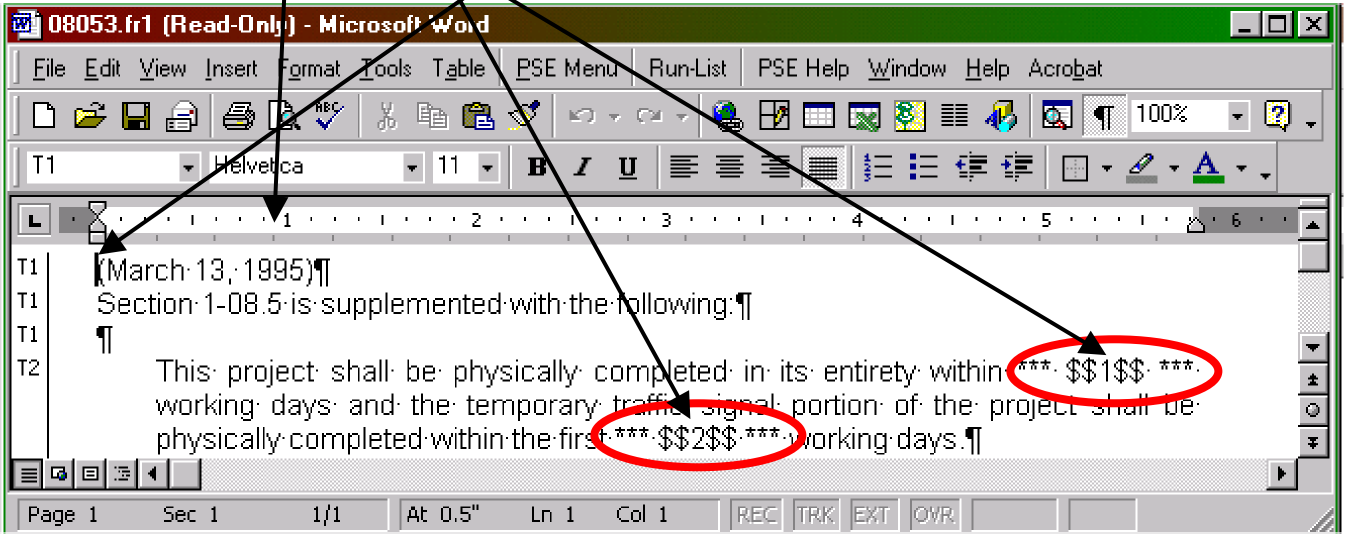

PSE Main Form
Project
Load Job
Update Title
Run List
Create New
Add to RL
Recall Last
Check RL
Index
Select Index
Open
Revise
Open GSP/DOC
Save Doc
Assemble
AD Ready
RL w/ Titles
With Name
T.O.C.
H1 H2 H3 H4 H5 H6
N1 N2 N3 N4 N5 N6
T1 T2 T3 T4 T5 T6
(***) HT
U1 U2 U3 U4 U5 U6
± °
Clear Document
i:\pse\03Y001

● English ○ Metric

○ AP-GSP ○ Landscape ○ Misc
○ Traffic ○ Electrical ○ Regional

08053.FR1

Remove the *** $$?$$ *** within the document and type in text.


08053.fr1 (Read-Only) - Microsoft Word
File Edit View Insert Format Tools Table PSE Menu Run-List PSE Help Window Help Acrobat
100%
T1
Helvetica
11
T1 (March 13, 1995)¶

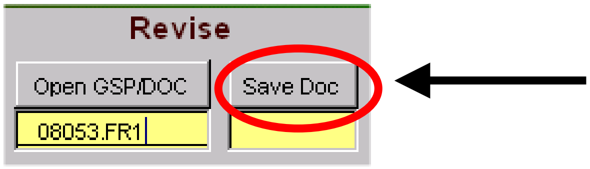
T1 Section 1-08.5 is supplemented with the following:¶

T1 ¶

T2 This project shall be physically completed in its entirety within *** $$1$$ *** working days and the temporary traffic signal portion of the project shall be physically completed within the first *** $$2$$ *** working days.¶

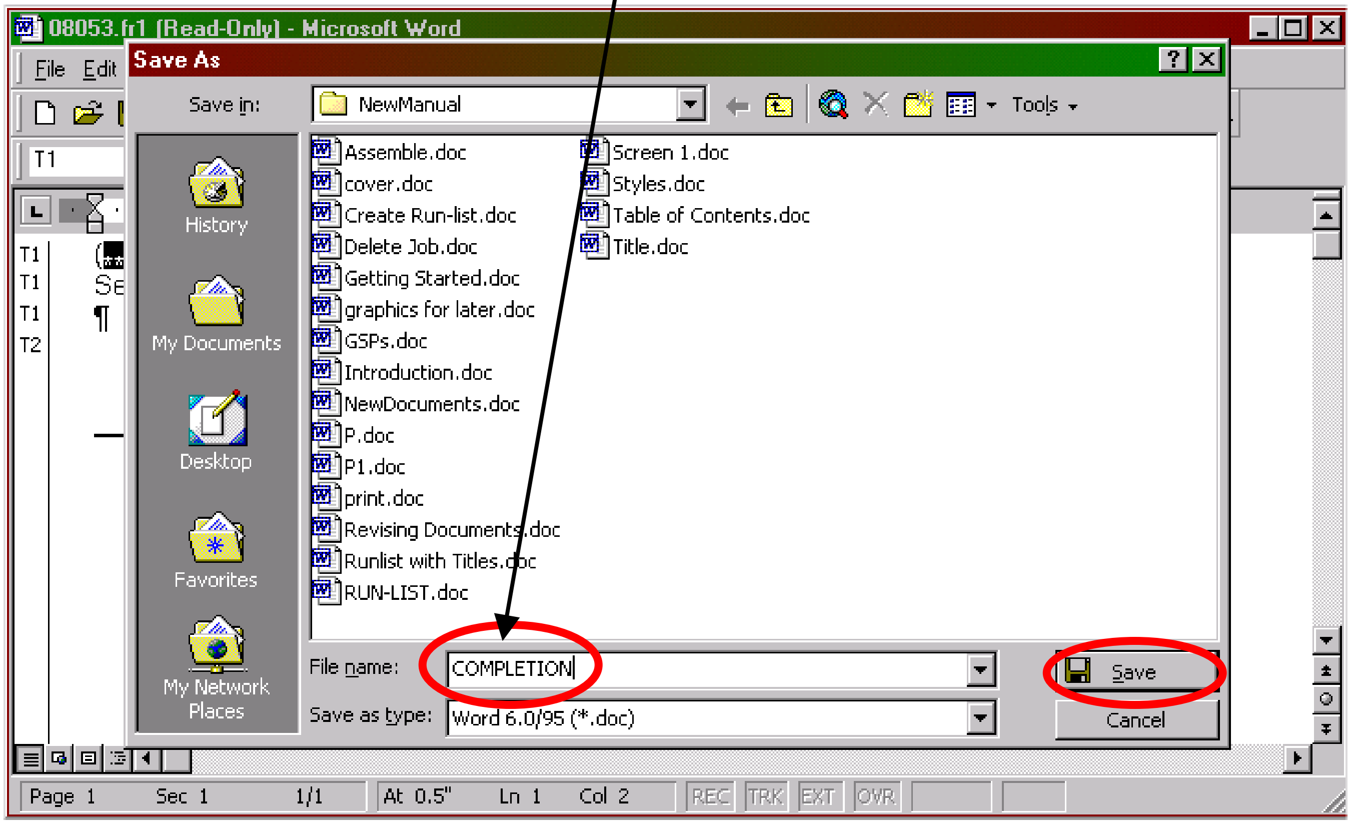
Page 1 Sec 1 1/1 At 0.5" Ln 1 Col 1 REC TRK EXT OVR

Now you can revise the document any way you want. Just remember this is no longer a GSP so you do not want to save it like a GSP. To save the document Click on **Save Doc** in the Revise section of the menu. You can also type the new name in the yellow box under the Save Doc button then click on **Save Doc** to save the document in your job directory.


Revise
Open GSP/DOC
Save Doc

08053.FR1

Give the document a name using a word out of the heading or a buzz word within the document (i.e., COMPLETION), click on Save.


08053.fr1 (Read-Only) - Microsoft Word
File
Edit
Save As
Save in:
NewManual
Tools
History
My Documents
Desktop
Favorites
My Network Places
Assemble.doc
cover.doc
Create Run-list.doc
Delete Job.doc
Getting Started.doc
graphics for later.doc
GSPs.doc
Introduction.doc
NewDocuments.doc
P.doc
P1.doc
print.doc
Revising Documents.doc
Runlist with Titles.doc
RUN-LIST.doc
Screen 1.doc
Styles.doc
Table of Contents.doc
Title.doc
Save
Cancel
Page 1
Sec 1
1/1
At 0.5"
Ln 1
Col 2
REC
TRK
EXT
OVR

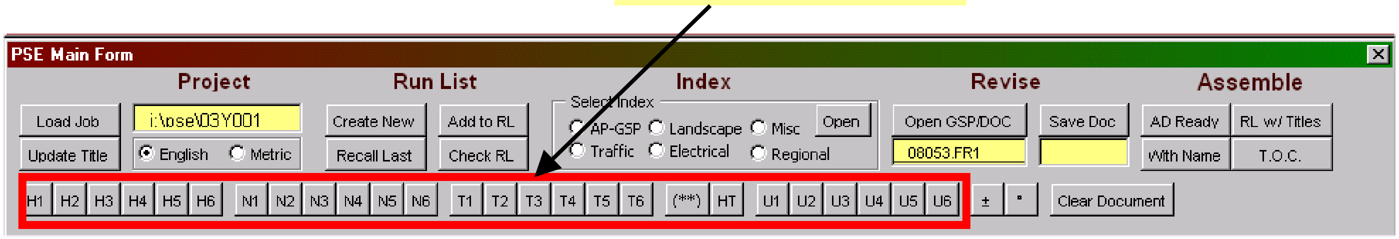
File name: COMPLETION

Save as type: Word 6.0/95 (*.doc)

Creating New Documents

Type headings and the text of the new document with a full margin and no double-space after the heading. DO NOT put any extra carriage returns at the top or at the end of the document. If you leave one at the top some macros will not work, and if you leave one at the end you will have a big gap between documents on your final assembled project. You need to put astericks at the top of the document to alert the contractor that this is a special. As you are typing the special you need to attach styles.

Available one click Styles


PSE Main Form
Project
Run List
Index
Revise
Assemble
Load Job
Update Title
Create New
Recall Last
Add to RL
Check RL
Select Index
AP-GSP
Landscape
Misc
Traffic
Electrical
Regional
Open
Open GSP/DOC
Save Doc
AD Ready
RL w/ Titles
With Name
T.O.C.
H1 H2 H3 H4 H5 H6
N1 N2 N3 N4 N5 N6
T1 T2 T3 T4 T5 T6
(**) HT
U1 U2 U3 U4 U5 U6
± °
Clear Document

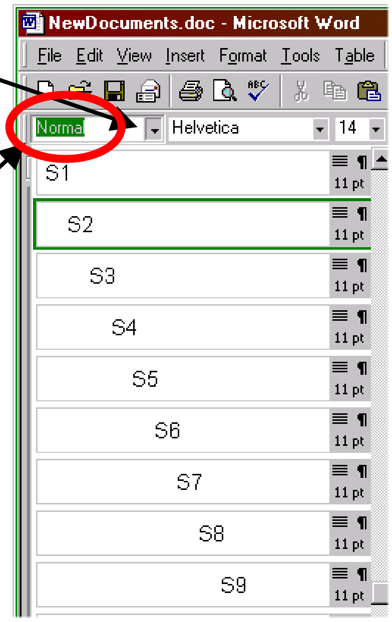
i:\pse\03Y001

● English ○ Metric

08053.FR1

More styles are available through the Style window in the upper left corner. Click on the arrow next to normal, find the style you want and click on it to attach it to your document.

All Styles available for your use are listed in the Styles section in the back of the manual. Be sure to become familiar with them because they make creating your specials much easier. Using the ALT key will also work for setting the styles, i.e. ALT S2.


NewDocuments.doc - Microsoft Word
File Edit View Insert Format Tools Table
Normal
Helvetica
14
S1
S2
S3
S4
S5
S6
S7
S8
S9
11 pt

Style Window

In order for the contents program to copy the headings from a document you have to put a Table of Contents code and hidden text with the heading to tell the program what text you want to appear in the Table of Contents. (The Table of Contents code and hidden text commands should be with all main headings and some subheadings.) They will appear in your window but will not print. Also, you need Astericks to alert the Contractor that this is a special not a GSP. Below is an outline of the contract provision format and a sample special using the macros and styles created for producing Contract Provisions.

H2 Second heading. Full margin, bold, Font 12, upper/lower case, no carriage return below.

(H1) (HT) ASPHALT CONCRETE PAVEMENT

(H2) Materials

(H3) Open Graded Emulsified Asphalt Pavement

H1 Main heading. Full margin, bold, all caps, Font 12, carriage return below. H1 applies all formatting you need. HT applies the hidden text for the Table of Contents.

UJ Astericks alerts the Contractor this is a special and not a GSP.

(T2) Section 5-04.2 is supplemented with the following:

(UJ) (******)

(T3) The aggregate shall meet the requirements of the grading specified below:

T2 Text style 1 indent, justified.

T3 Text style 2 indents, justified.

Notice 1 tab only between columns.

(T4) Sieve Designation Percent Passing

(U4) 3/4 inch square opening **(1 tab set centered)**	100
1/2 inch square opening	60-80
1/4 inch square opening	5-35
U.S. No. 10	0-10
U.S. No. 200	0-2.0

All percentages are by weight

U4 Text not justified, indented three. This style is used for Tables.

(T2) The aggregate shall also meet the following requirements:

(N3), 1 tab between number and text. NO spaces.)

1. Los Angeles Wear, 500 Rev., 30 percent max.
2. Degradation factor - 30 min.

N3 Text tabbed after numbers or letters, justified, indented two.

There is one tab after 1. and 2.

(H3) Geotextile Approval And Acceptance

(H4) Source Approval

(T3) The Contractor shall submit to the Engineer a manufacturer's certificate of compliance which shall include the following information:

(U4) Manufacturer's name and current address,
Full Product name, and
Geotextile polymer type(s).

L1 Full margin text tabbed after long words, justified.

There is one tab after the colon. Notice how it wraps where it should.

(L1) Table 1: Minimum properties required for geotextiles used in geotextile retaining walls.

(U1) Geotextile Property **(1 tab)**   Test Method^2 **(1 tab)**   Minimum Geotextile^1 Property Requirements

Notice there is only 1 tab between tables. To set these tabs use the ruler at the top of

1 All geotextile properties are minimum average roll values (i.e., the test results for any sampled roll in a lot shall meet or exceed the minimum values in the table).

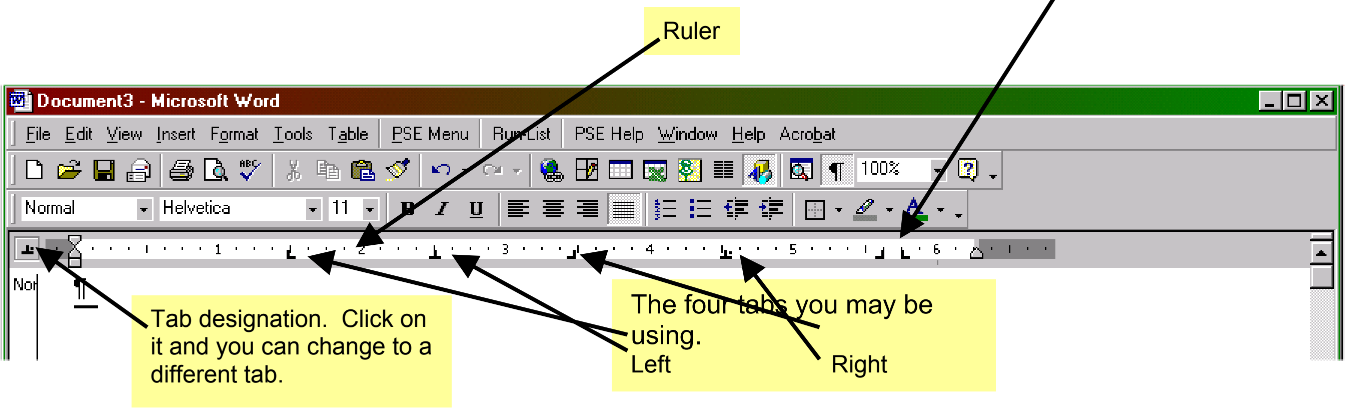
2 WSDOT Test Methods 916, 917, 919, and 924 are in conformance with ASTM geotextile test procedures, except for geotextile sampling and specimen conditioning. Copies of all WSDOT geotextile test methods are available at the WSDOT Headquarters Materials Laboratory in Tumwater.

U1 Text not justified, full margin.

(U1) Conc. Class 4000 **(1 right tab)**	3	C.Y.
Structural Carbon Steel **(1 right tab)**	600	LB
St. Reinf. Bar **(1 right tab)**	585	LB
Drilled Holes **(1 right tab)**	84	Each

One left tab one point after the right tab on the ruler.

You can use the ruler at the top of the window to set tabs. Remember only one tab between columns.

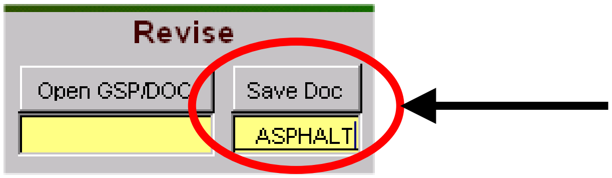

Document3 - Microsoft Word
File Edit View Insert Format Tools Table PSE Menu RunList PSE Help Window Help Acrobat
100%
Normal
Helvetica
11
Nor

Ruler

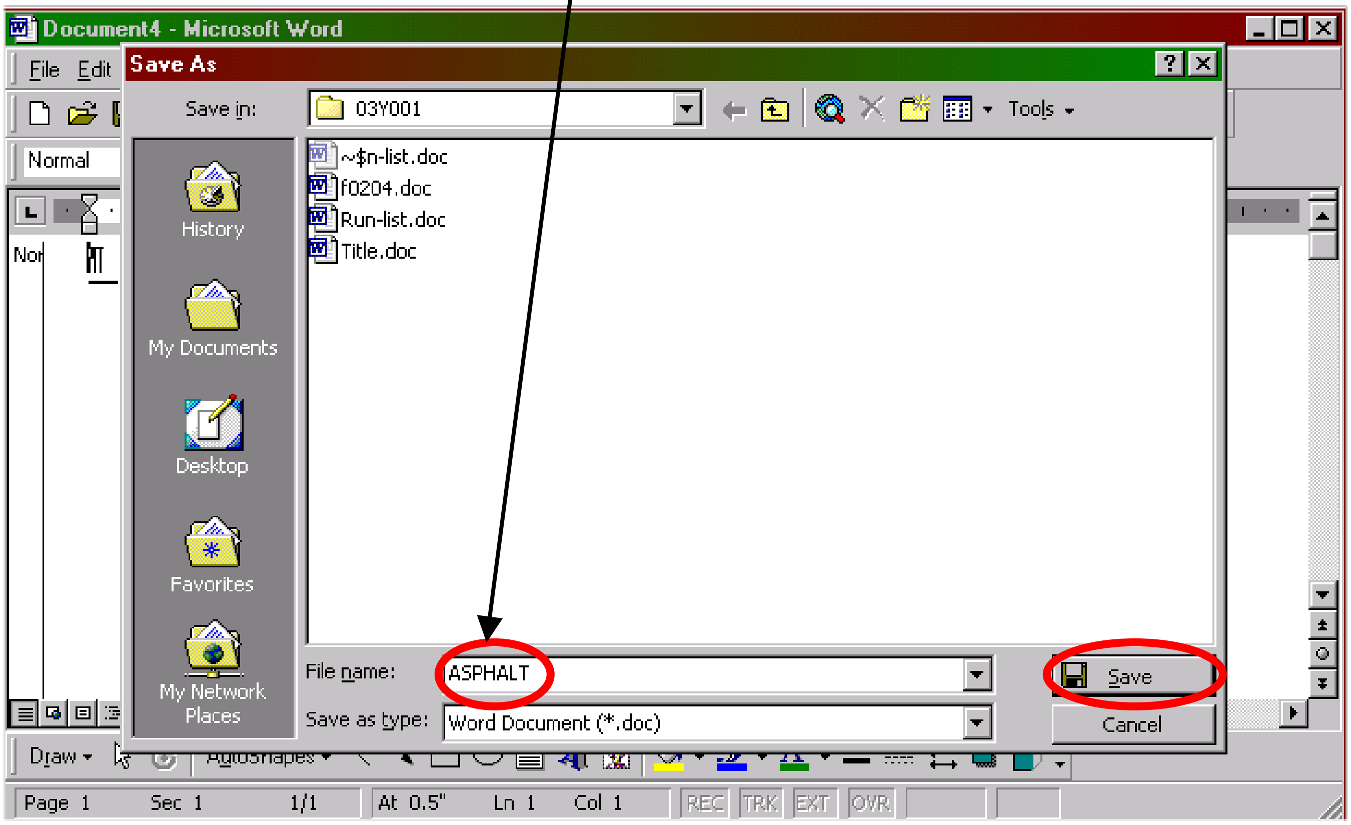
Tab designation. Click on it and you can change to a different tab.

The four tabs you may be using.
Left
Right

To save the document Click on **Save Doc** option in the Revise section of the menu. ALT 3 is another option and a third opetion is you can type the new name in the yellow box under the Save Doc button then click on **Save Doc** to save the document in your job directory.


Revise
Open GSP/DOC
Save Doc
ASPHALT

Give the document a name using a word out of the heading or a buzz word within the document (i.e., ASPHALT), click on **Save**.



Save in: 03Y001

~$n-list.doc
f0204.doc
Run-list.doc
Title.doc

File name: ASPHALT

Save as type: Word Document (*.doc)

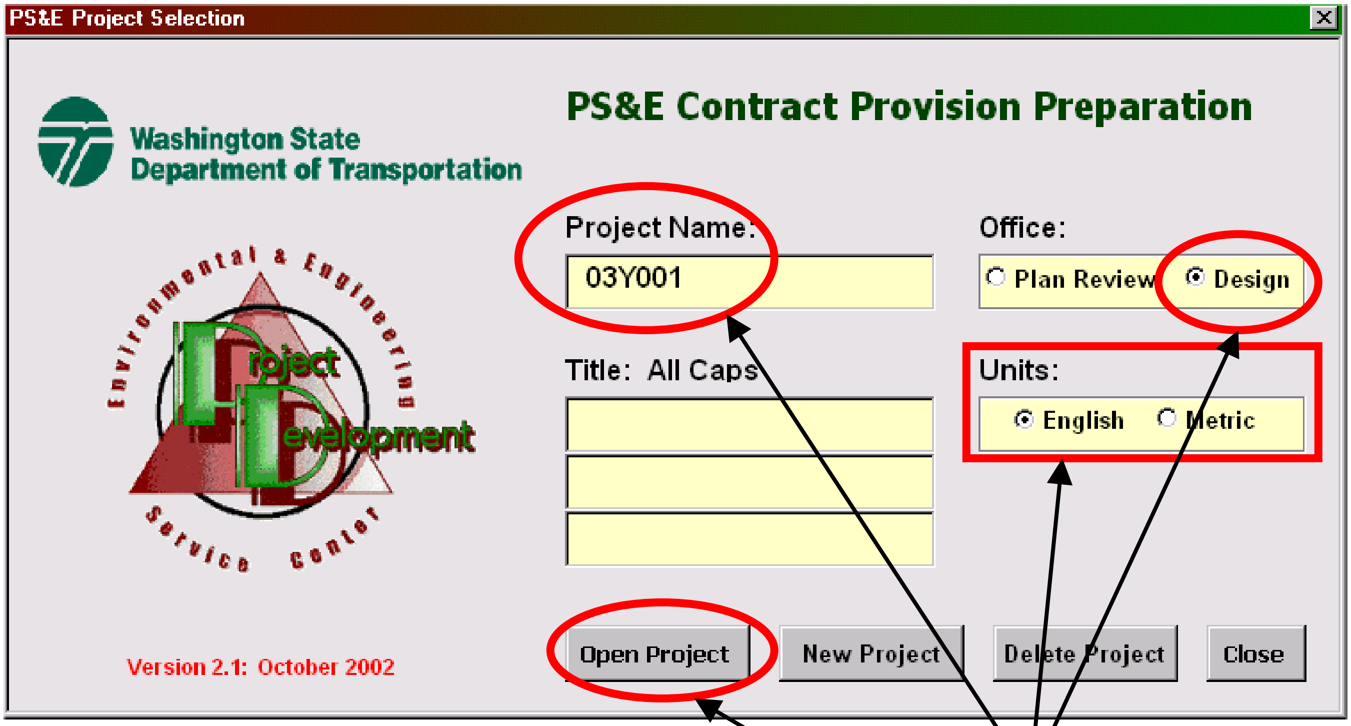
Document4 - Microsoft Word
File
Edit
Normal
Save As
Tools
History
My Documents
Desktop
Favorites
My Network Places
Save
Cancel
Draw
AutoShapes
Page 1
Sec 1
1/1
At 0.5"
Ln 1
Col 1
REC
TRK
EXT
OVR

Revising Documents

Load Project

When revising a document it is assumed you are making corrections to a job previously started. The only difference in the job load for revisions is you click on **Open Project** instead of New Project. There are two ways you can accomplish the Load Job sequence.

1. If you are loading PSE Word from the shortcut on your desk top fill in the Project Name, click on Design for the Office, click on English or Metric, and click on the **Open Project** button. You DO NOT have to fill in the Title on a revision, it is already made.


PS&E Project Selection
PS&E Contract Provision Preparation
Washington State Department of Transportation
Environmental & Engineering
Project Development
Service Center
Version 2.1: October 2002
Open Project
New Project
Delete Project
Close

Project Name: 03Y001

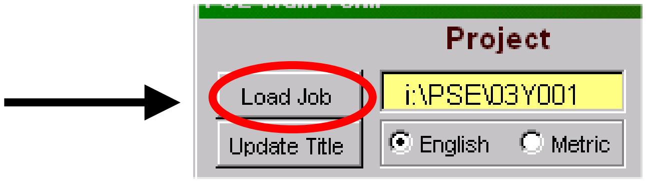
Office: ○ Plan Review ● Design

Title: All Caps

Units: ● English ○ Metric

Do the top three options first.

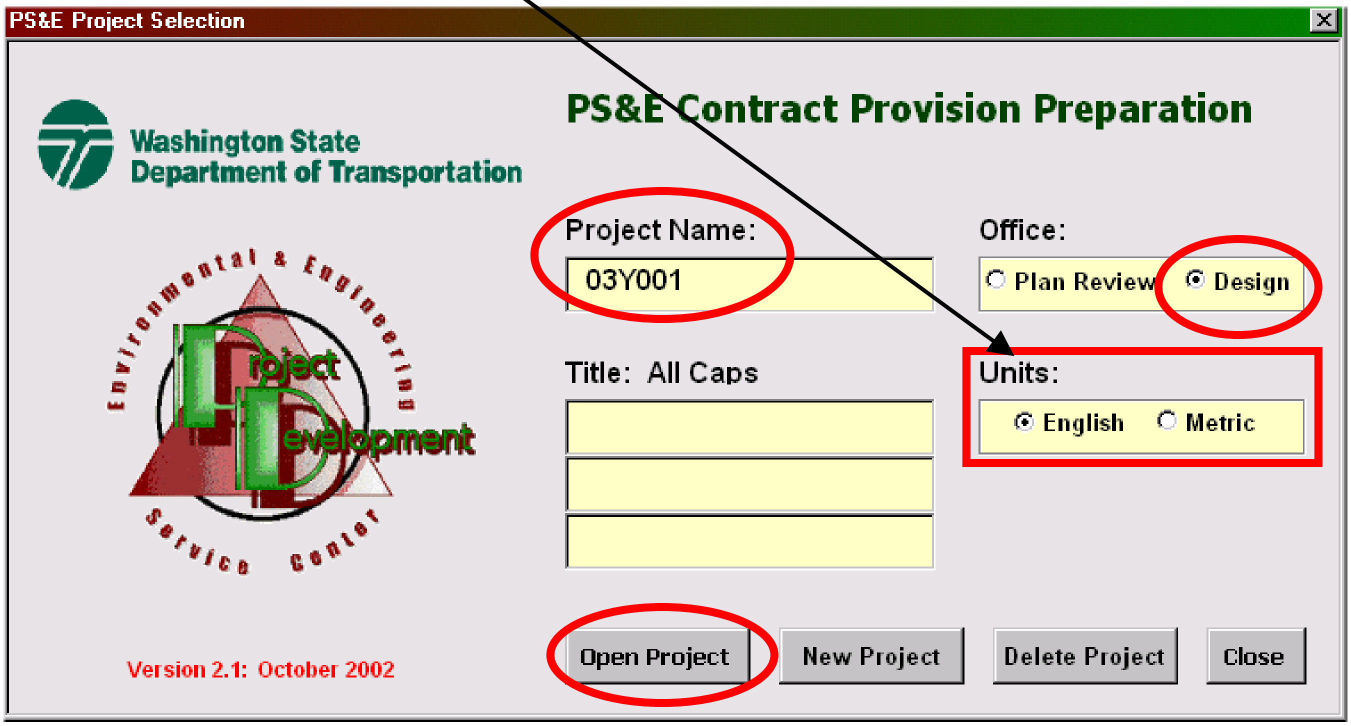
2. If you are already in PSE Word you can change to another directory by clicking on the **Load Job** button located under the Project section of the menu.


Project
Load Job
Update Title

i:\PSE\03Y001

● English ○ Metric

Fill in the appropriate boxes and click on **Open Project**. Some or all of the boxes may already be filled in. If you are just changing the project name, make sure the correct Unit is checked, and click on **Open Project**. If there is text in the Title ignore it.


PS&E Project Selection
PS&E Contract Provision Preparation
Washington State
Department of Transportation
Environmental & Engineering
Project
Development
Service Center
Open Project
New Project
Delete Project
Close

Project Name: 03Y001

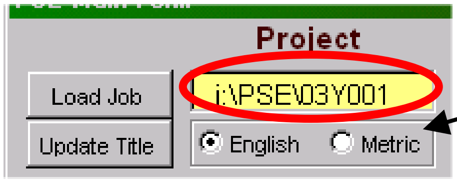
Office: ○ Plan Review ● Design

Title: All Caps

Units: ● English ○ Metric

Version 2.1: October 2002

The job you are working on will be noted in the yellow window under the Project section of the menu.


Project
Load Job
Update Title

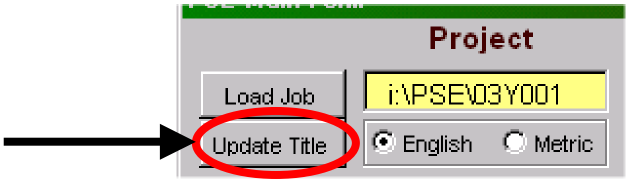
i:\PSE\03Y001

● English ○ Metric

Note you can always look here to see if your job is English or Metric.

Revising The Title

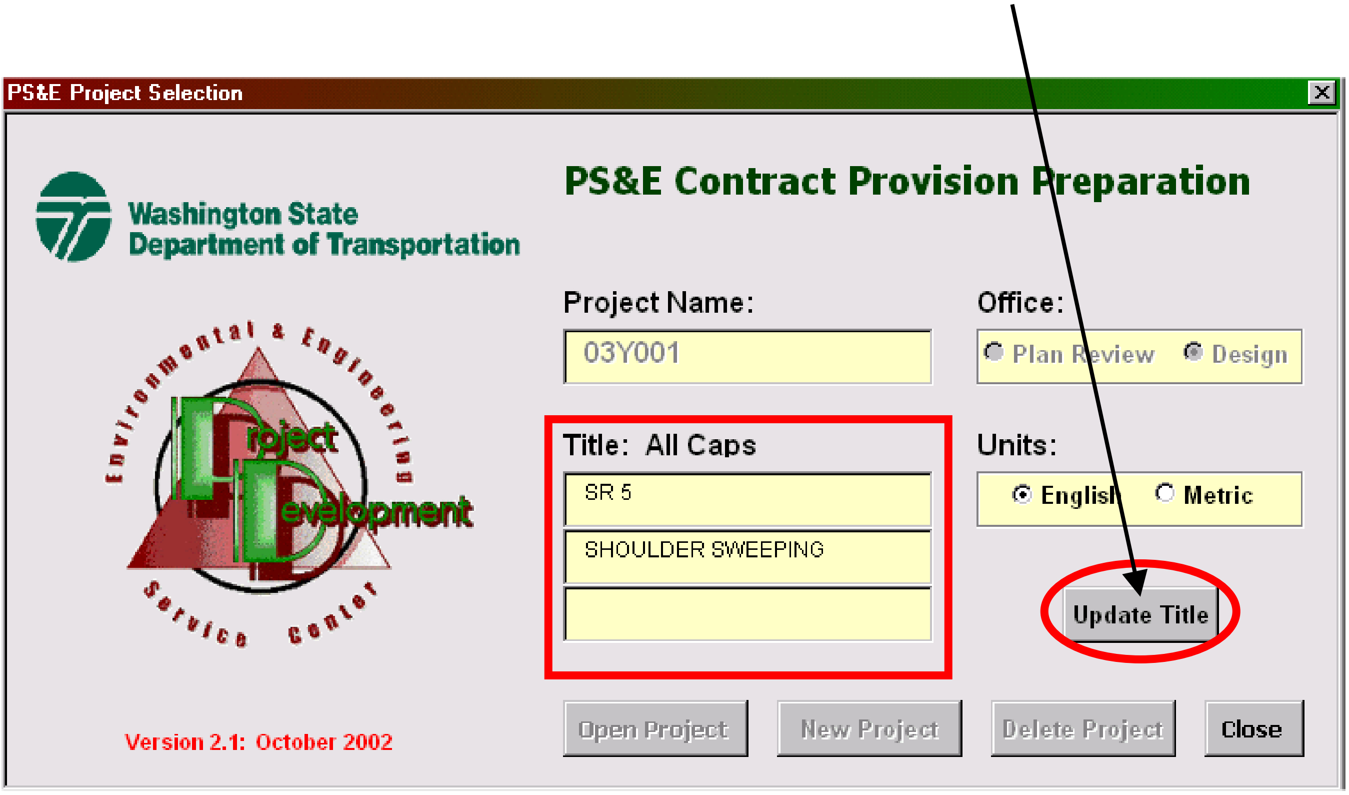
You have the option of updating the title at any time during the job process. Click on the **Update Title** button under the Project section of the menu.


Project
Load Job
Update Title

i:\PSE\03Y001

● English ○ Metric

The main menu will appear, fill in the title and click on **Update Title**.


PS&E Project Selection
PS&E Contract Provision Preparation
Washington State
Department of Transportation
Environmental & Engineering
Project Development
Service Center
Update Title
Open Project
New Project
Delete Project
Close
Version 2.1: October 2002

Project Name: 03Y001

Office: ○ Plan Review ● Design

Title: All Caps

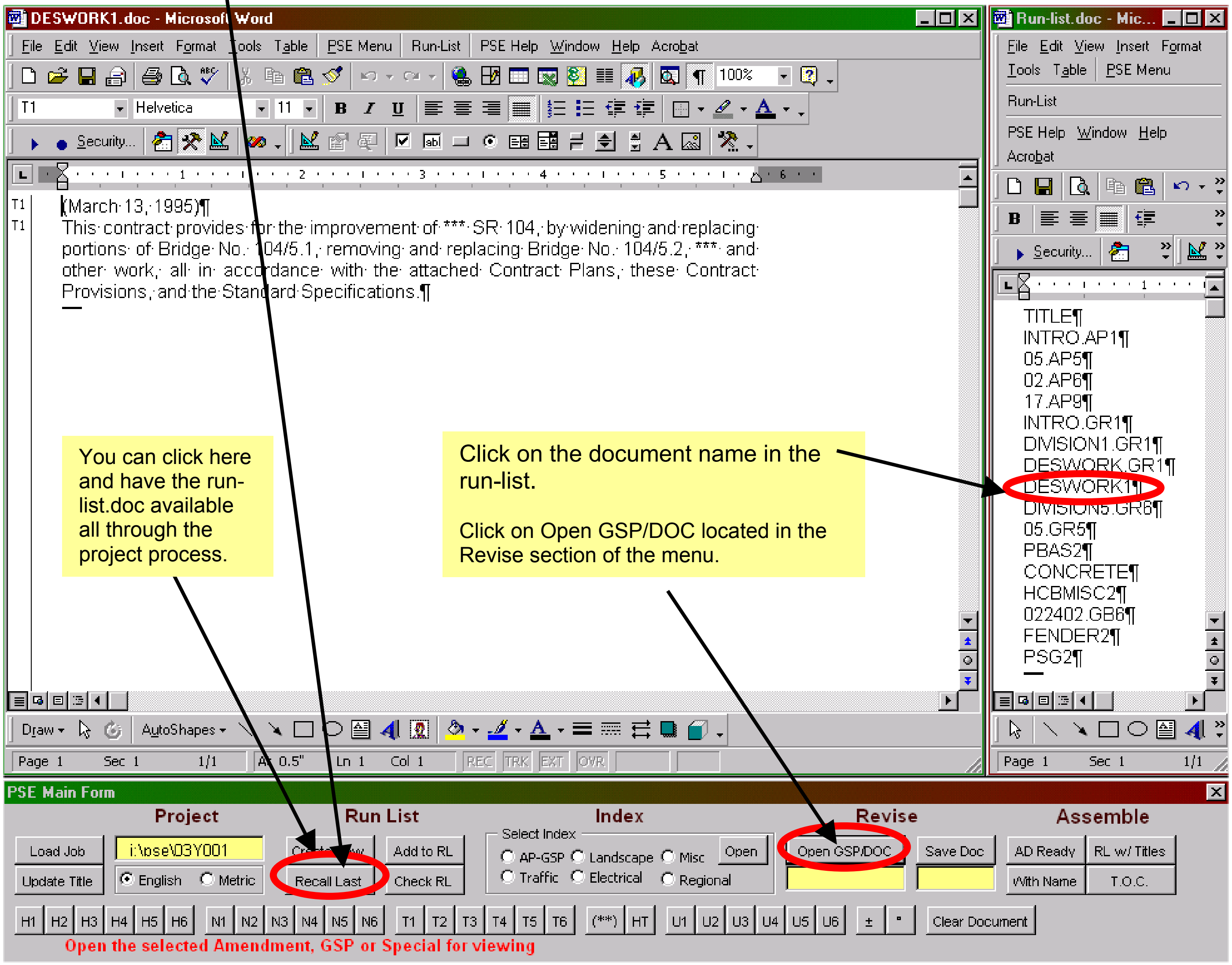
SR 5

SHOULDER SWEEPING

Units: ● English ○ Metric

Using The Run-List To Revise Documents

There are some short cuts in managing the files in the project. Click on **Recall Last** located in the Run List section of the menu. This opens the run-list.doc and resizes it to fit on the right side of the window. You can work back and forth in the two windows. You can click on any document or GSP in the run-list (you do not have to highlight the whole name), then click on the **Open GSP/DOC** button located under the Revise section of the menu and the document or GSP will open. At this time, you can revise the document or fill-in a GSP.


DESWORK1.doc - Microsoft Word
File Edit View Insert Format Tools Table PSE Menu Run-List PSE Help Window Help Acrobat
T1 Helvetica 11
Run-list.doc - Mic...
PSE Main Form
Project
Run List
Index
Revise
Assemble
Load Job
Update Title
Create New
Recall Last
Add to RL
Check RL
Select Index
Open
Open GSP/DOC
Save Doc
AD Ready
RL w/ Titles
With Name
T.O.C.
H1 H2 H3 H4 H5 H6 N1 N2 N3 N4 N5 N6 T1 T2 T3 T4 T5 T6 (**) HT U1 U2 U3 U4 U5 U6 ±
Clear Document
Page 1 Sec 1 1/1 At 0.5" Ln 1 Col 1 REC TRK EXT OVR

(March 13, 1995)¶
This contract provides for the improvement of *** SR 104, by widening and replacing portions of Bridge No. 104/5.1, removing and replacing Bridge No. 104/5.2, *** and other work, all in accordance with the attached Contract Plans, these Contract Provisions, and the Standard Specifications.¶

TITLE¶
INTRO.AP1¶
05.AP5¶
02.AP6¶
17.AP9¶
INTRO.GR1¶
DIVISION1.GR1¶
DESWORK.GR1¶
DESWORK1¶
DIVISION5.GR6¶
05.GR5¶
PBAS2¶
CONCRETE¶
HCBMISC2¶
022402.GB6¶
FENDER2¶
PSG2¶

You can click here and have the run-list.doc available all through the project process.

Click on the document name in the run-list.

Click on Open GSP/DOC located in the Revise section of the menu.

i:\pse\03Y001

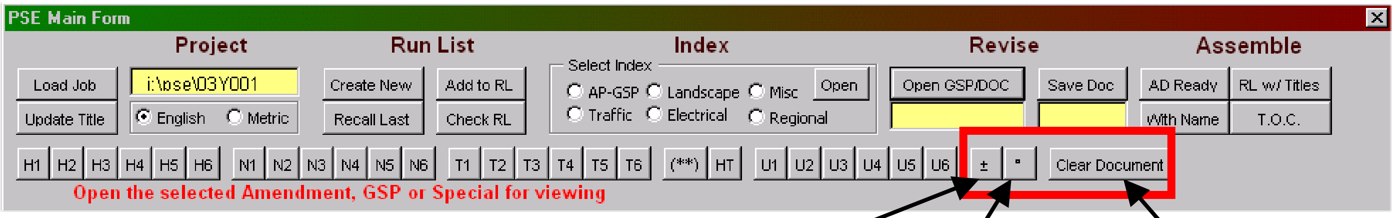
● English ○ Metric

○ AP-GSP ○ Landscape ○ Misc
○ Traffic ○ Electrical ○ Regional

Open the selected Amendment, GSP or Special for viewing

Miscellaneous

There are a few miscellaneous items that are helpful in preparing Contract Provisions. They are the plus/minus, degree and Clear Document buttons located in the Style section of the menu.


PSE Main Form
Project
Run List
Index
Revise
Assemble
Load Job
i:\pse\03Y001
Create New
Add to RL
Select Index
AP-GSP
Landscape
Misc
Open
Open GSP/DOC
Save Doc
AD Ready
RL w/ Titles
Update Title
English
Metric
Recall Last
Check RL
Traffic
Electrical
Regional
With Name
T.O.C.
H1 H2 H3 H4 H5 H6
N1 N2 N3 N4 N5 N6
T1 T2 T3 T4 T5 T6
(**) HT
U1 U2 U3 U4 U5 U6
± °
Clear Document

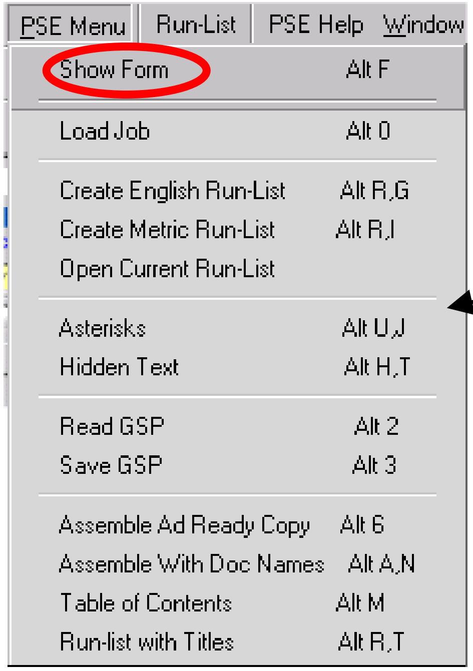
Open the selected Amendment, GSP or Special for viewing

± Plus/Minus symbol. One click on the button inserts the plus/minus symbol into your document.

° Degree symbol. One click on the button inserts the degree symbol into your document.

Use Clear Document anytime you need to refresh your window. Its great when you clear the p.doc before making the Table of Contents.

If you lose the menu at the bottom of the window, click on **PSE Menu** at the top of the window, then click on **Show Form**.

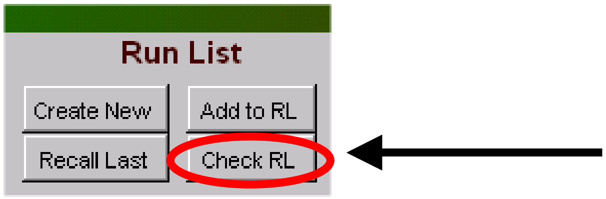

PSE Menu
Run-List
PSE Help
Window
Show Form Alt F
Load Job Alt 0
Create English Run-List Alt R,G
Create Metric Run-List Alt R,I
Open Current Run-List
Asterisks Alt U,J
Hidden Text Alt H,T
Read GSP Alt 2
Save GSP Alt 3
Assemble Ad Ready Copy Alt 6
Assemble With Doc Names Alt A,N
Table of Contents Alt M
Run-list with Titles Alt R,T

Notice all the other options available on the pull down menu.

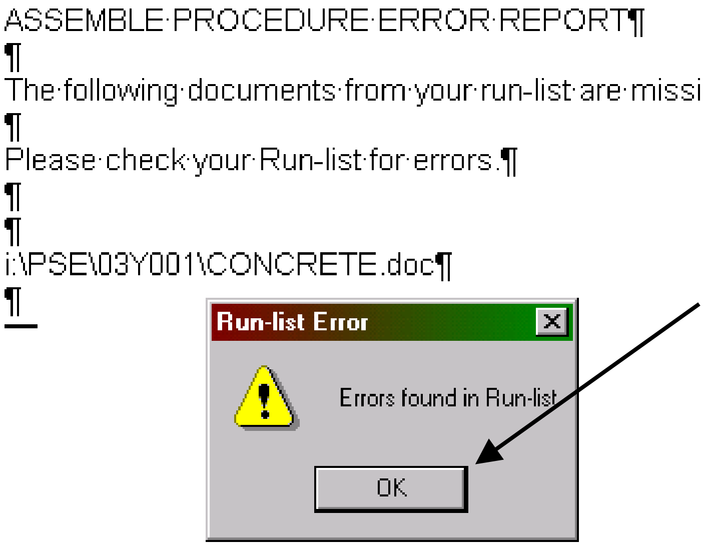
Assembling Contract Provisions

The assemble program uses the run-list.doc to merge all the documents together to form a complete set of Contract Provisions.

Before you start the assemble program designate the printer you will be printing on if it is not your default printer. Check your run-list to make sure there are no errors. Click on **Check RL** in the Run List section of the menu. If there are errors you have to find and fix them before the assemble process will work.



If you do not check your run-list and assemble anyway you will get the window below if there is an error. At this point you will have to find and fix the errors before the assemble process will work.



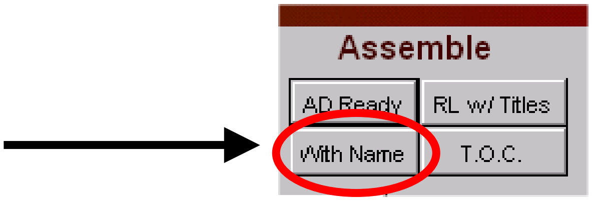
```
ASSEMBLE·PROCEDURE·ERROR·REPORT¶
¶
The·following·documents·from·your·run-list·are·missing.¶
¶
Please·check·your·Run-list·for·errors.¶
¶
¶
i:\PSE\03Y001\CONCRETE.doc¶
¶
```

Run-list Error

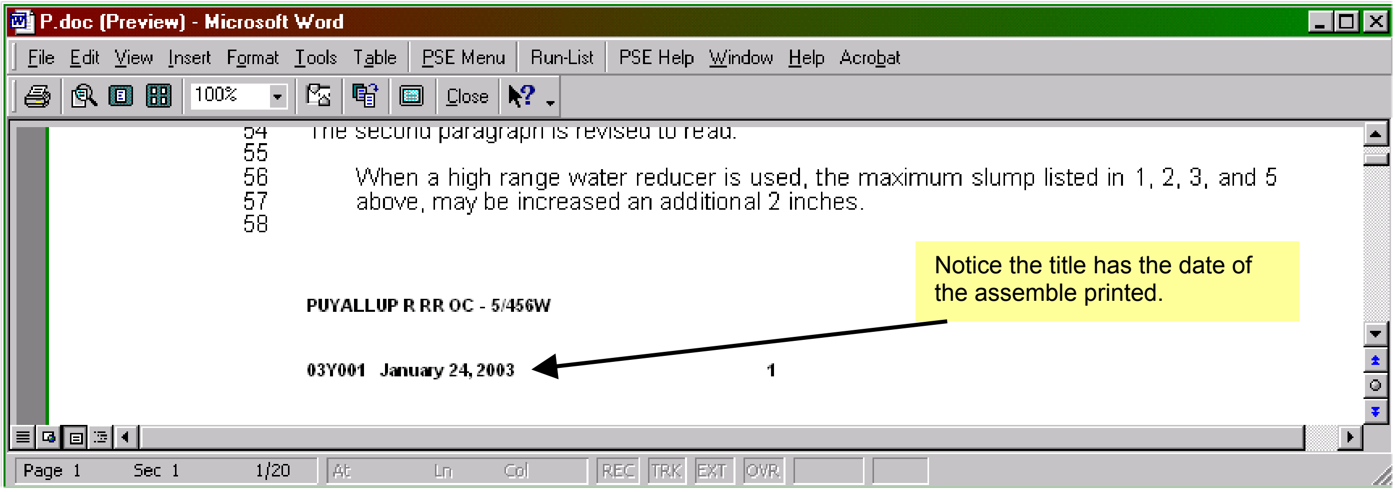
Errors found in Run-list

Click on OK first.

For a Review Copy with names click on the **With Name** button in the Assemble section of the menu.


Assemble
AD Ready
RL w/ Titles
With Name
T.O.C.

After a few window refreshes, you will get an assembled set of Contract Provisions named p.doc. For your convenience, when you assemble with names, the date you assembled is printed on the title.


P.doc (Preview) - Microsoft Word
File Edit View Insert Format Tools Table PSE Menu Run-List PSE Help Window Help Acrobat
100%
Close
Page 1 Sec 1 1/20 At Ln Col REC TRK EXT OVR

The second paragraph is revised to read:

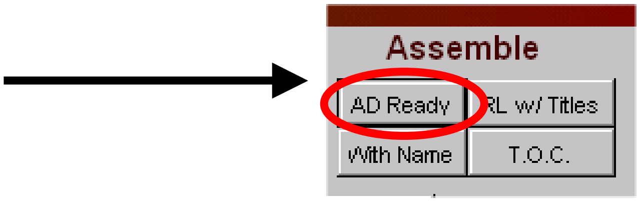
When a high range water reducer is used, the maximum slump listed in 1, 2, 3, and 5 above, may be increased an additional 2 inches.

PUYALLUP R RR OC - 5/456W

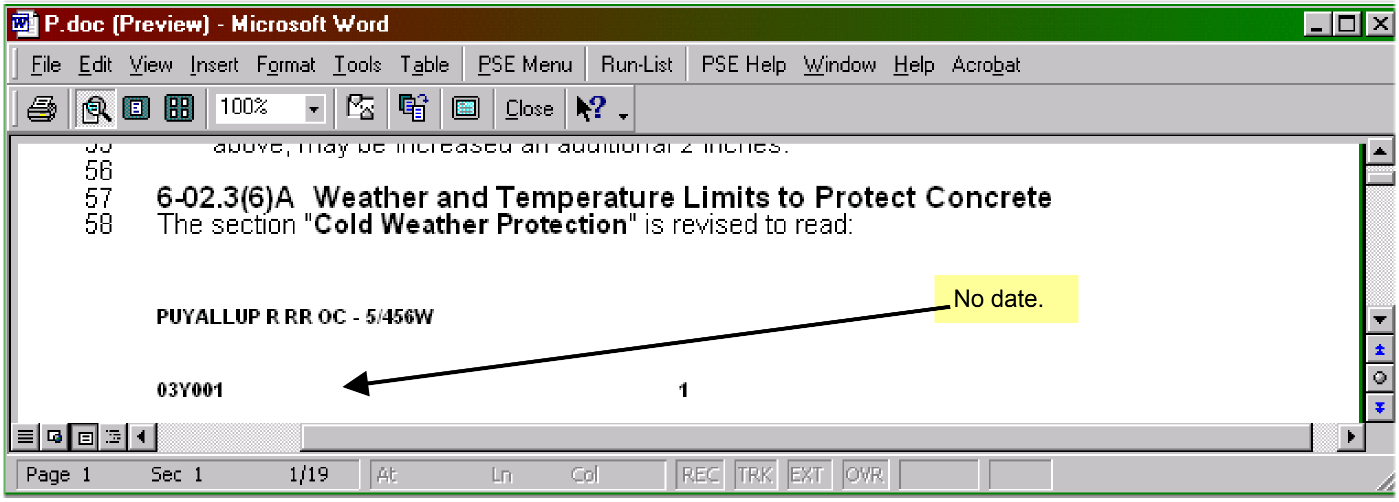
03Y001 January 24, 2003 1

Notice the title has the date of the assemble printed.

For Ad Copy click on the **AD Ready** button in the Assemble section of the menu.


Assemble
AD Ready
RL w/ Titles
With Name
T.O.C.

After a few window refreshes, you will get an assembled set of Contract Provisions named p.doc. When you assemble the ad copy the date is not printed on the title.


P.doc (Preview) - Microsoft Word
File
Edit
View
Insert
Format
Tools
Table
PSE Menu
Run-List
PSE Help
Window
Help
Acrobat
100%
Close
Page 1
Sec 1
1/19
At
Ln
Col
REC
TRK
EXT
OVR

above, may be increased an additional 2 inches.

6-02.3(6)A Weather and Temperature Limits to Protect Concrete

The section "**Cold Weather Protection**" is revised to read:

PUYALLUP R RR OC - 5/456W

03Y001 **1**

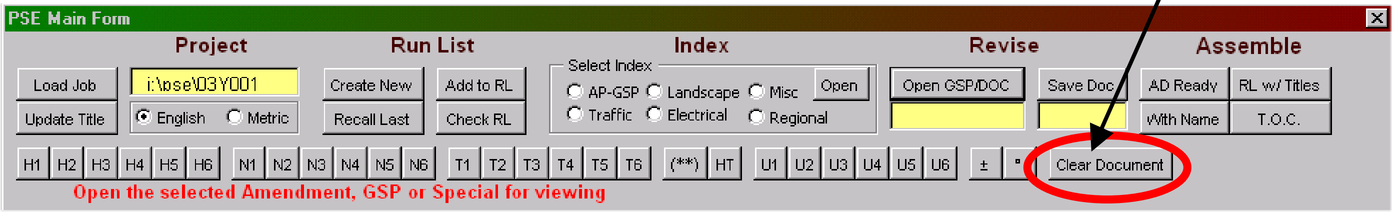
No date.

Now you are ready to make the Table of Contents.

Table of Contents

The Table of Contents is created by using the hidden text in the headings within the assembled p.doc. After the job has assembled and the p.doc made you can run the program to make the Table of Contents.

Before you make the Table of Contents be sure to clear the p.doc from your window. This will ensure the p.doc is paginated right for matching page numbers. To clear the document from your window click on the **Clear Document** button located under the Style section of the menu.

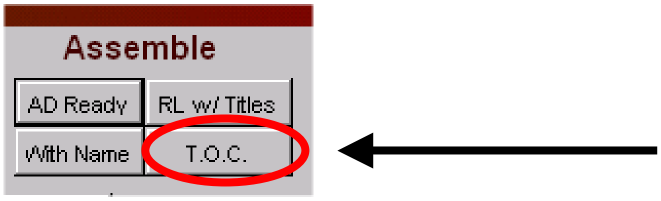

PSE Main Form
Project
Run List
Index
Revise
Assemble
Load Job
Update Title
○ English
○ Metric
Create New
Recall Last
Add to RL
Check RL
Select Index
○ AP-GSP
○ Landscape
○ Misc
○ Traffic
○ Electrical
○ Regional
Open
Open GSP/DOC
Save Doc
AD Ready
RL w/ Titles
With Name
T.O.C.
H1 H2 H3 H4 H5 H6
N1 N2 N3 N4 N5 N6
T1 T2 T3 T4 T5 T6
(**) HT
U1 U2 U3 U4 U5 U6
±
Clear Document

i:\pse\03Y001

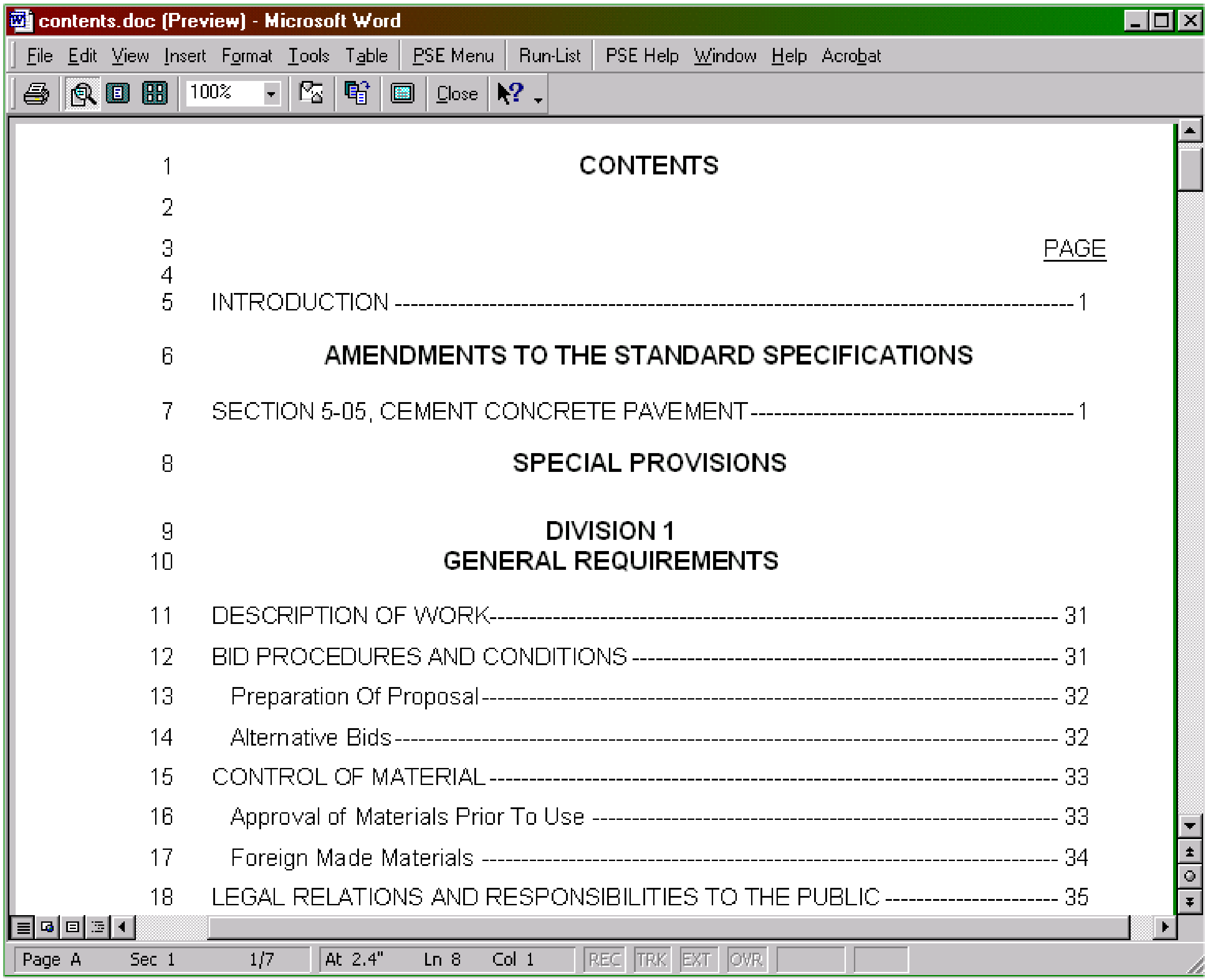
● English

Open the selected Amendment, GSP or Special for viewing

Click on the **TOC** button located under the Assemble section of the menu to create a Table of Contents for your Contract Provisions.


Assemble
AD Ready
RL w/ Titles
With Name
T.O.C.

The Table of Contents is made, formatted and saved under the name of contents. All you have to do is print it. Below is a sample Table of Contents.


contents.doc (Preview) - Microsoft Word
File Edit View Insert Format Tools Table PSE Menu Run-List PSE Help Window Help Acrobat
100%
Close
Page A Sec 1 1/7 At 2.4" Ln 8 Col 1
REC TRK EXT OVR

CONTENTS

PAGE

INTRODUCTION ---------- 1

AMENDMENTS TO THE STANDARD SPECIFICATIONS

SECTION 5-05, CEMENT CONCRETE PAVEMENT ---------- 1

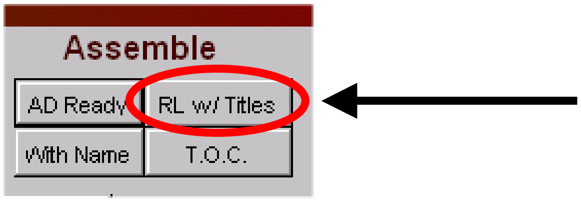
SPECIAL PROVISIONS

DIVISION 1
GENERAL REQUIREMENTS

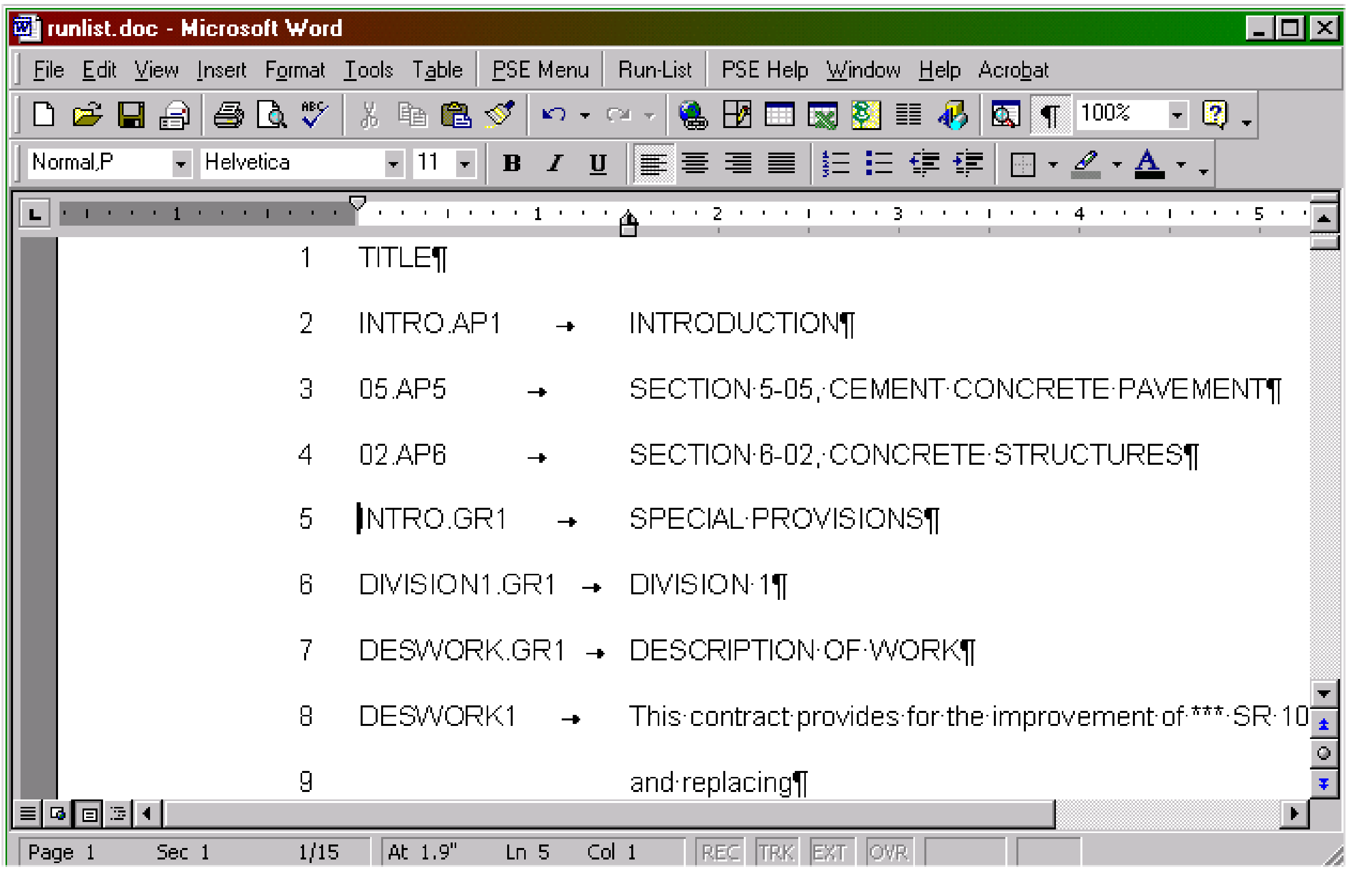
DESCRIPTION OF WORK ---------- 31
BID PROCEDURES AND CONDITIONS ---------- 31
  Preparation Of Proposal ---------- 32
  Alternative Bids ---------- 32
CONTROL OF MATERIAL ---------- 33
  Approval of Materials Prior To Use ---------- 33
  Foreign Made Materials ---------- 34
LEGAL RELATIONS AND RESPONSIBILITIES TO THE PUBLIC ---------- 35

Run-list With Titles

The Run-list with Titles is used by the reviewer for ease of relating the document code name and the document title or first line of text in the document. The Run-list with Titles is not used to assemble all the text into one complete set of Contract Provisions. Click on the **RL w/Titles** button located under the Assemble section of the menu.


Assemble
AD Ready
RL w/ Titles
With Name
T.O.C.

When the process is complete the Run-list with Titles is saved in your job directory as a document named runlist.doc with a footing showing the name, date and time made. All you have to do is print it. Below is a sample Run-list with Titles.


runlist.doc - Microsoft Word
File Edit View Insert Format Tools Table PSE Menu Run-List PSE Help Window Help Acrobat
100%
Normal,P
Helvetica
11
B I U
Page 1 Sec 1 1/15 At 1.9" Ln 5 Col 1 REC TRK EXT OVR

1 TITLE¶

2 INTRO.AP1 → INTRODUCTION¶

3 05.AP5 → SECTION·5-05,·CEMENT·CONCRETE·PAVEMENT¶

4 02.AP6 → SECTION·6-02,·CONCRETE·STRUCTURES¶

5 INTRO.GR1 → SPECIAL·PROVISIONS¶

6 DIVISION1.GR1 → DIVISION·1¶

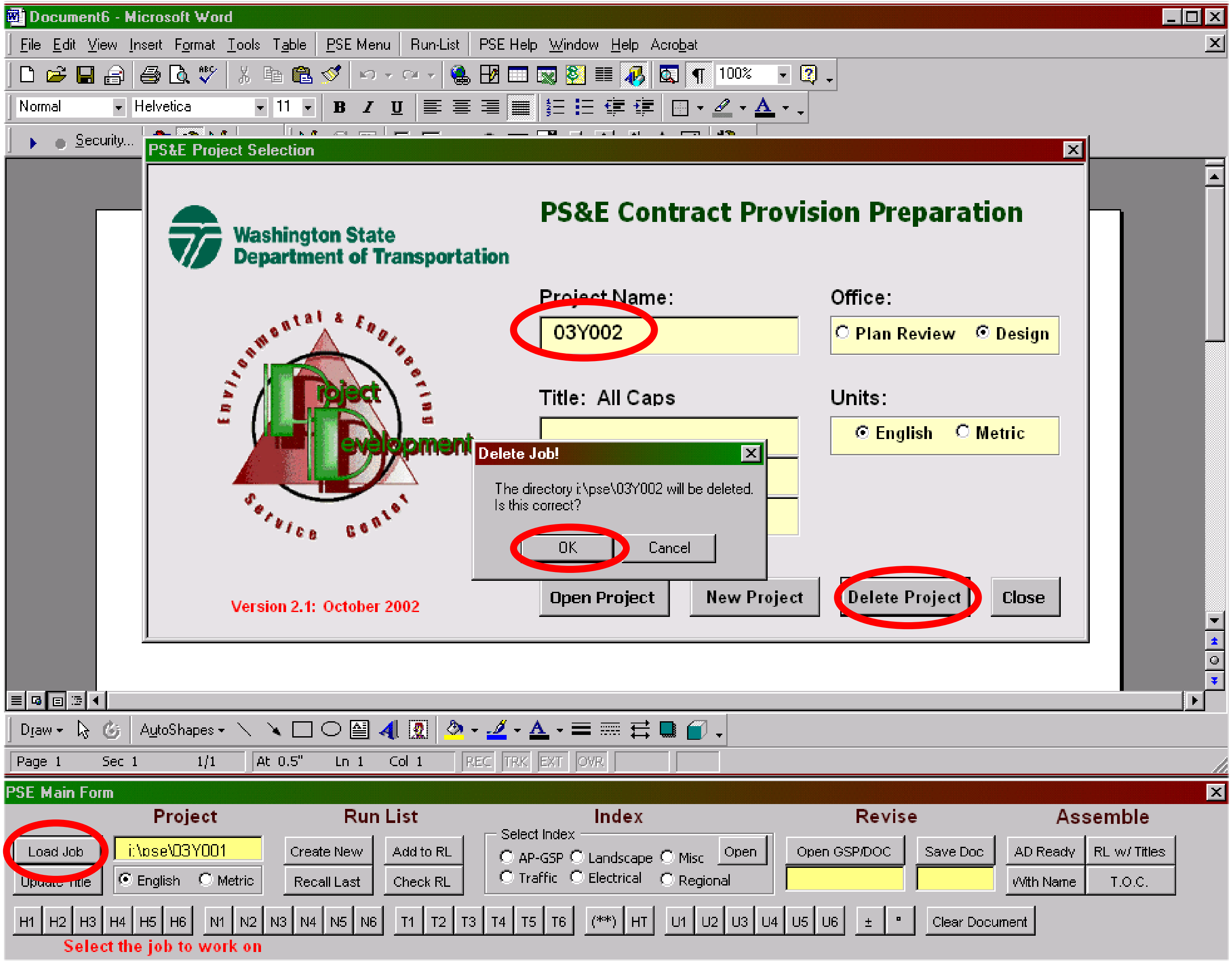
7 DESWORK.GR1 → DESCRIPTION·OF·WORK¶

8 DESWORK1 → This·contract·provides·for·the·improvement·of·***·SR·10

9 and·replacing¶

Deleting a Job Directory

When the project has been awarded or your part is finished you might want to delete it from your PSE directory. Click on the **Load Job** button located under the Project section of the menu. Fill in the **Project Name** and click on **Delete Project** under the main menu. A menu will appear asking you "Is this correct?", click **OK**. You may have to click twice on the Delete Project button.


Document6 - Microsoft Word
File Edit View Insert Format Tools Table PSE Menu Run-List PSE Help Window Help Acrobat
Normal
Helvetica
11
100%
Security...
PS&E Project Selection
PS&E Contract Provision Preparation
Washington State Department of Transportation
Environmental & Engineering Service Center
Project Development
Open Project
New Project
Delete Project
Close
OK
Cancel
Draw
AutoShapes
Page 1 Sec 1 1/1 At 0.5" Ln 1 Col 1 REC TRK EXT OVR
PSE Main Form
Project
Run List
Index
Revise
Assemble
Load Job
Update Title
Create New
Recall Last
Add to RL
Check RL
Select Index
Open
Open GSP/DOC
Save Doc
AD Ready
RL w/ Titles
With Name
T.O.C.
H1 H2 H3 H4 H5 H6 N1 N2 N3 N4 N5 N6 T1 T2 T3 T4 T5 T6 (**) HT U1 U2 U3 U4 U5 U6 ± °
Clear Document

Project Name: 03Y002

Office: ○ Plan Review ● Design

Title: All Caps

Units: ● English ○ Metric

Version 2.1: October 2002

Delete Job!

The directory i:\pse\03Y002 will be deleted.
Is this correct?

i:\pse\03Y001

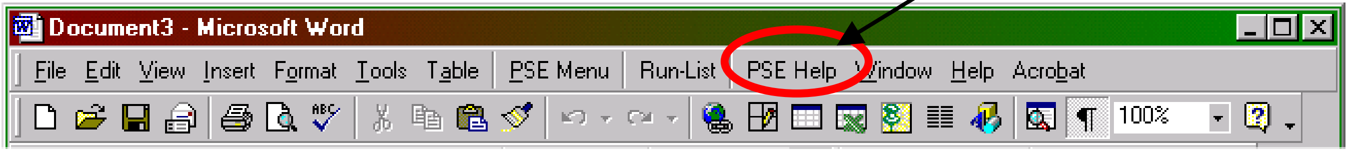
● English ○ Metric

○ AP-GSP ○ Landscape ○ Misc
○ Traffic ○ Electrical ○ Regional

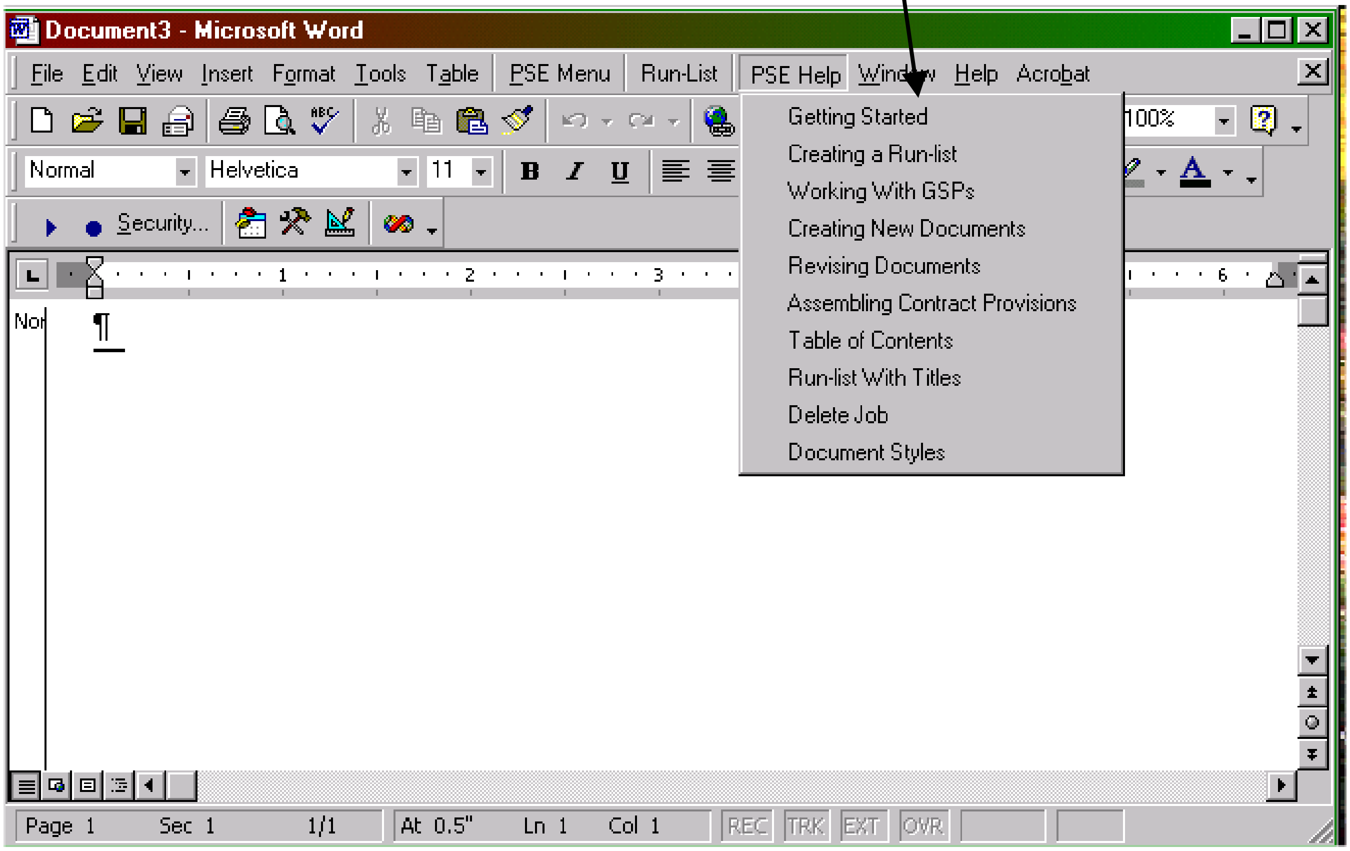
Select the job to work on

Help

The help documents for creating special provisions are the same as the manual documents. They can be accessed by clicking on **PSE Help** in the menu at the top of the window.


Document3 - Microsoft Word
File Edit View Insert Format Tools Table PSE Menu Run-List PSE Help Window Help Acrobat
100%

Once you click on PSE Help you will get the menu shown below. Just click on the item you want to learn about and the document will open.


Document3 - Microsoft Word
File Edit View Insert Format Tools Table PSE Menu Run-List PSE Help Window Help Acrobat
Getting Started
Creating a Run-list
Working With GSPs
Creating New Documents
Revising Documents
Assembling Contract Provisions
Table of Contents
Run-list With Titles
Delete Job
Document Styles
Normal
Helvetica
11
Security...
100%
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Styles

Styles provide an easy way to automate formatting. Each style contains different formatting instructions and can ensure that all of the documents have the same format. Instead of applying each formatting command individually, you can apply them to each paragraph by attaching a style.

Listed below are the different styles for Contract Provisions and an explanation of how to use them. Some are available under the Style section of the menu. The rest are available in the Style section in the upper Word menu or you can use the ALT key to apply them, i.e. ALT H1.

HEADING STYLES

The headings styles are in two font sizes. Headings 1 through 3 are font size 12 and Headings 4 through 8 are font size 11.

H1 Main Heading style. Full margin, bold and all in caps. This style automatically puts the blank line after the heading and "keeps" to ensure the heading is always with the text.

H2 Second Heading. Full margin and bold. Only the first character of each word is in caps. There is no blank line after this heading, but it will stay with the text.

H3 Third Heading. One indent with bold italics. Only the first character of each word is in caps. There is no blank line after this heading, but it will stay with the text.

H4 Fourth Heading. Two indents and bold. Only the first character of each word is in caps. There is no blank line after this heading, but it will stay with the text.

H5 Fifth Heading. Three indents and bold. Only the first character of each word is in caps. There is no blank line after this heading, but it will stay with the text.

H6 Sixth Heading. Four indents and bold. Only the first character of each word is in caps. There is no blank line after this heading, but it will stay with the text.

H7 Seventh Heading. Five indents and bold. Only the first character of each word is in caps. There is no blank line after this heading, but it will stay with the text.

H8 Eighth Heading. Six indents and bold. Only the first character of each word is in caps. There is no blank line after this heading, but it will stay with the text.

TEXT STYLES JUSTIFIED

You use the justified text styles for normal text. Fonts size is 11.

T1 Paragraph Standard. The system automatically defaults to this style. Full margin justified text.

T2 Justified text indented one.

T3 Justified text indented two.

T4 Justified text indented three.

T5 Justified text indented four.

T6 Justified text indented five.

T7 Justified text indented six.

T8 Justified text indented seven.

T9 Justified text indented eight.

TEXT STYLES NOT JUSTIFIED

You can use this style when you make a table or if you do not want your text justified. Font size is 11.

U1 Full margin text not justified.

U2 Text not justified indented one.

U3 Text not justified indented two.

U4 Text not justified indented three.

U5 Text not justified indented four.

U6 Text not justified indented five.

U7 Text not justified indented six.

U8 Text not justified indented seven.

U9 Text not justified indented eight.

TEXT TABBED AFTER NUMBERS OR LETTERS JUSTIFIED

These styles are used when the text is numbered or lettered. Font size is 11. Below is an example.

1. This is an example of text that is numbered or lettered. This is an example of text that is numbered or lettered.

N1 Full margin text justified with numbers or letters.

N2 Text tabbed after numbers or letters justified indented one.

N3 Text tabbed after numbers or letters justified indented two.

N4 Text tabbed after numbers or letters justified indented three.

N5 Text tabbed after numbers or letters justified indented four.

N6 Text tabbed after numbers or letters justified indented five.

N7 Text tabbed after numbers or letters justified indented six.

N8 Text tabbed after numbers or letters justified indented seven.

N9 Text tabbed after numbers or letters justified indented eight.

TEXT TABBED AFTER SHORT WORDS JUSTIFIED

This style is like numbered text, but tabbed after short words (6 characters or less). Font size is 11. Below is an example:

NOTE: This is an example of text tabbed after short words. This is an example of text tabbed after short words.

S1 Full margin text tabbed after short words justified.

S2 Text tabbed after short words justified indented one.

S3 Text tabbed after short words justified indented two.

S4 Text tabbed after short words justified indented three.

S5 Text tabbed after short words justified indented four.

S6 Text tabbed after short words justified indented five.

S7 Text tabbed after short words justified indented six.

S8 Text tabbed after short words justified indented seven.

S9 Text tabbed after short words justified indented eight.

TEXT TABBED AFTER LONG WORDS JUSTIFIED

This style is like the short word text except its tabbed after long words. (8 characters or less). Font size is 11. Below is an example:

EXAMPLE: This is an example of text tabbed after long words. This is an example of text tabbed after long words.

L1 Full margin text tabbed after long words justified.

L2 Text tabbed after long words justified indented one.

L3 Text tabbed after long words justified indented two.

L4 Text tabbed after long words justified indented three.

L5 Text tabbed after long words justified indented four.

L6 Text tabbed after long words justified indented five.

L7 Text tabbed after long words justified indented six.

L8 Text tabbed after long words justified indented seven.

L9 Text tabbed after long words justified indented eight.

CENTERED TEXT

C1 Centered text, font size 11.

C2 Bold centered headings, font size 12.